

FDC SEATAC

**INMATE
ADMISSION AND ORIENTATION**



HANDBOOK

**FEDERAL DETENTION CENTER
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FEDERAL DETENTION CENTER

SEATAC, WASHINGTON

I N M A T E H A N D B O O K

March 2, 2021

The information contained in this handbook is current as of the date of publication. It contains summaries of Bureau of Prisons Program Statements and FDC SeaTac's supplements and is subject to change. The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau of Prisons, institution programs, and the rules and regulations inmates will encounter during confinement. The intention of this handbook is to help new inmates understand their responsibilities when they enter prison, and assist them in their adjustment to institution life.

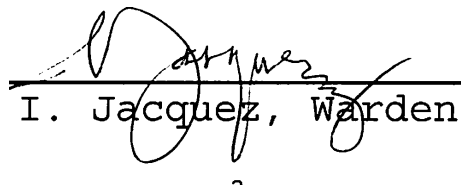

I. Jacquez, Warden

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Introduction

The Federal Detention Center (FDC) SeaTac, Washington, is located south of the SeaTac International Airport, approximately two blocks west of Pacific Highway off of 200th Street and 26th Avenue South in SeaTac, Washington.

This federal jail facility has a multi-mission to house approximately 900 to 1000 inmates, who are pending trial or sentencing (pretrial), waiting transfer to their designated facility (holdover), or sentence and serving their term of confinement (designated).

It is the mission of FDC SeaTac to serve the court by securely, safely and humanely housing offenders, and to offer a variety of program opportunities.

Under the Warden, FDC SeaTac is divided into two principle divisions. The Programs Division is under the supervision of the Associate Warden (Programs), and the Operations Division is under the Associate Warden (Operations).

The Regional Director is responsible for all facilities within the western region. The Regional Office is located in Stockton, California. The Regional Office Staff provide management and technical assistance to institution personnel.

The staff of the Central Office coordinate all the activities of the Federal Prison System and is under the guidance of the Director of the Bureau of Prisons. Major functions of the Central Office include planning, policy development, management of manpower and other resources, monitoring the quality of programs and services, and coordination of activities of the regional offices and institutions. The Central Office also has primary responsibility for public information activities, legal and legislative affairs and relations with Congress and various other government agencies.

Important Addresses

A list of key United States Government Offices is noted below:

United States Parole Commission
90 K Street, NE
3rd Floor
Washington, DC 20530

Director
Federal Bureau of Prisons
320 First Street, N.W.
Washington, D.C. 20534

Attorney General
U.S. Department of Justice
10th and Constitution Avenue, N.W.
Washington, D.C. 20530

Regional Director
Western Regional Office
7338 Shoreline Drive
Stockton, California 95219

Immigration and Customs Enforcement
1623 E. J. Street, Suite 2
Tacoma, Washington 98421-1615

U. S. Marshal's Service
700 Stewart Street, Suite 9000
Seattle, Washington 98101

For Mexican and Canadian inmates, the following are the addresses to the local consulates:

Canadian Consulate General
1501 4th Avenue, Ste 600
Seattle, Washington 98101
206-443-1777

Mexican Consulate
2132 3rd Avenue
Seattle, Washington 98121
206-448-3526

For all other inmates wishing to contact their diplomatic representatives of their home country of citizenship, contact your unit team for further information.

Institutional Procedures

Staff Entering the Housing Units

Male and Female staff routinely work and visit inmate housing areas. When a staff member of the opposite gender enters a housing unit, an audible noise, specifically a bell (for males entering the unit) and buzzer (for females entering the unit) will be activated. It is the responsibility of the inmates to ensure they are in the proper attire anytime they hear the bell or the buzzer sound announcing a staff member of the opposite gender is entering the unit.

Inmate Accountability

It is the policy of the Bureau of Prisons to maintain strict inmate accountability at all times. This entails knowing the whereabouts of all inmates at this institution. Due to the structural design of this facility, all inmate movement will be through an elevator. You will be escorted by staff, and you must face the back of the elevator until told to move.

Metal Detectors

You will be required to pass through a metal detector when you come out of your assigned housing unit or other areas within the institution. Inmates will walk through the metal detector in a normal manner. Skipping, jumping, hopping, running, etc., are unacceptable. Inmates will continue to remove all items of metal such as watches, religious medals, etc., until they can clear the metal detector. At no time will inmates be allowed to proceed through the metal detector until they can clear it. If an inmate cannot clear the metal detector, they will be visually searched by a staff member and then taken to R&D and placed on the secure PASS body scan to ensure they are not concealing any items of contraband.

Gang Activities

Gang activities are expressly forbidden. There are no sanctioned groupings or strong arming of other inmates to further gang activities. These activities will be monitored and adverse action may be taken against the perpetrators.

Urine Testing

Types are: Random, Prior Use, Community, Disruptive Group, and Suspect

Urine samples can be ordered at any time. Penalties will ensue for drug use/positive urinalysis/possession of drug paraphernalia and for refusing to

submit to a test (to include waiting two hours and not being able to provide). Two positive UAs can subject designated inmates to transfer to a higher security facility.

Alcohol testing can also be ordered at any time and inmates will be subjected to disciplinary action if found to have possessed or consumed alcohol.

Identification Cards

All inmates at FDC SeaTac will be issued one (1) identification card when arriving at the facility. The identification card will be punched with a star punch over the unit that the inmate is assigned to. If the I.D. card has a circle punch on it that indicates it is an old unit and the new assigned unit will be punched again with a star punch. It is the responsibility of the inmate to maintain and provide the I.D. card to staff when requested. If the Identification card is lost or damaged it is the inmate's responsibility to notify the Unit Team. There will be a replacement cost of \$5.00 to be paid by the inmate to replace the I.D. card. All inmates will be required to have their ID card in their possession when out of the unit or be in the possession of the escorting staff member.

Count

Official counts are scheduled to ensure accountability of all inmates committed to the facility. During the course of the day, Monday through Friday, there are five official counts. The counts are as follows: 12:01 A.M., 3:00 A.M., 5:00 A.M., 4:00 P.M. and 10:00 P.M. In addition, a 10:00 A.M. count is conducted on weekends and Federal holidays. The 4:00 P.M., 10:00 P.M. and 10:00 A.M. on weekend and Federal Holidays count are standing counts - YOU MUST STAND, NO EXCEPTIONS. If staff are conducting a picture count you will be required to state your name and register number to the requesting staff.

It is your responsibility to be ready for the count when the time nears. The Unit Officer will announce "COUNT TIME" when it is time to count and you are expected to:

- 1) STOP what you are doing and go to your assigned cell or area;
- 2) Remain silent during the count;
- 3) Remain in your cell until the officer has announced that the count is clear.

The count is very important to the security of the institution. Should you delay, disrupt the count in any way you will be subject to disciplinary action. Staff has been instructed to only count a body when they see skin. Therefore, to avoid disruptions to your sleep, ensure that you expose some appropriate portion of your body during count.

When there is an announcement for lockdown in the unit, you are to go to your cell without delay and stay in your cell with your door closed until further notice.

Call-outs

Attendance for a "Call-out" is MANDATORY. Failure to report for a call-out, or refusal to participate, may subject you to disciplinary action.

A daily "Call-out List" is published for participation in all programs and to obtain services; GED program, Team meeting, as well as for hospital, dental, and psychology services. It is your responsibility to review call-out sheets for changes and appointments regarding your daily schedule. The call-out system is the official means of establishing appointments for inmates with a specific staff member or department. This system is the only authorized appointment system. The call-out sheet will be posted on the unit bulletin board each evening for the following day. Inmates found to be in unauthorized areas will be subject to disciplinary action.

Searches

Searches are more commonly known as "SHAKEDOWNS". These searches can be of your person or your living area and may be done by any staff member at any time, day or night. Regular searches are intended to promote security and safety for everyone. If your room is being searched, you are expected to leave the area until the staff member is finished.

The body search may consist of a fully-dressed "PAT" search or a Visual Strip Search. You should prepare for the "Pat" search by removing all objects from your pockets and they should be placed on the table or on the floor. During the "Visual Strip Search" you will be required to remove all items of clothing. You can expect these searches can occur at any time and/or at anyplace.

You can expect the right to privacy during a visual strip search. Searches are also conducted in your living area. You can expect to have your area inspected and searched regularly. You should expect that your property will not be abused or damaged. You will be held responsible for all contents of your locker, room and area. If any unauthorized items, or "CONTRABAND", are found during any of the searches, it will be confiscated and you will also be subject to disciplinary action.

Inmate Request to a Staff Member

You may send an electronic message through the Trulincs computers to any department head. Address these to your Unit officer, your unit staff (Counselor, Case Manager, or Unit Manager), or any other staff member with responsibility of handling your specific problem.

Legal Assistance

If you need help getting an attorney for your federal case, the Federal Public Defenders Office in your court of jurisdiction might be able to assist you. The number to the Federal Public Defenders Office in Seattle is [\(206\) 553-1100](tel:2065531100) and the number to the Federal Public Defenders Office in Tacoma is [\(253\) 593-6710](tel:2535936710). You may also act in your own behalf with the assistance of the Institution Law Library. The Bureau provides a variety of legal research materials on the Electronic Law Library (ELL)—which you may access from the computers on the housing unit. If you need training on the use of the ELL, you may submit a copout to Education. The Education Department also provides a copier and typewriters for the preparation of legal work only. Inmates must purchase a copy card (for the copier) and ribbon/correction ribbon (for typewriter) from Commissary. The Education Department also provides Black's Law Dictionary and copies of local institutional supplements. To use these resources, you will need to request it by means of a "Request to Staff Member" form, (Cop-Out). Each housing unit is

assigned a specific day/time for these resources. Inmates who need more than this allotted time may submit a copout to Education demonstrating that they are either a) a criminal defendant appearing pro se or b) appearing pro se in any matter with a court deadline of 45 days or less. Time outside of the regularly scheduled time for your housing unit will be provided (including the possibility of weekend or evening time slots). Inmates housed in the Special Housing Unit may request to use the ELL via copout to SHU staff.

Notary Public

Under the provisions of Title 18, United States Code, Section 4004, certain Unit Staff are authorized to issue oaths for certain documents. However, notarization is not always required if you include a statement to the effect that the papers which you are signing are true and correct under penalty of perjury in federal courts and other federal agencies, unless specifically directed to do otherwise.

Some states will not accept a government notarization for real estate transactions, automobile sales, etc.

In these cases it will be necessary for you to contact your Unit Staff to arrange an appointment with a Washington State Notary Public.

Court Line

Court line begins at approximately 6:30 A.M., Monday through Friday. It is important that you are ready when staff arrive at your housing unit to escort you so you do not risk missing your court date.

You cannot take anything other than legal material pertaining to your current court case: no pencils, pens, watches, etc. Inmates will be outfitted in court clothing. Should special clothing for Court proceedings be required, prior arrangements must be made through your attorney and the U.S. Marshal's Service.

Correspondence

Inmates are encouraged to maintain relationships with family members, friends, and other community members through correspondence. Except for "Special Mail", all outgoing mail shall **not** be sealed by the inmate and may be read and inspected by staff. Outgoing mail will normally be processed by 8:00 A.M. Monday through Friday, excluding holidays.

Your mailing address is: Federal Detention Center
Committed Name
Register Number & Unit Assignment (i.e., Unit GA)
P.O. Box 13900
Seattle, WA 98198

All out going correspondence must have all of the above information listed, or it will not be mailed. Incoming mail must have your unit assignment on it.

Inmates are not permitted special mail privileges, i.e., overnight delivery services, express mail, etc. Questions concerning certified mail and insured mail should be directed to your Unit Team.

Incoming general correspondence mail will be opened by the Mail Room Officer(s) and inspected for funds and contraband. Authorized mail includes letters,

magazines and paperback books. All incoming general mail will be on standard plain white color paper and envelopes. An inmate may receive hardcover publications, newspapers, paperback books and magazines only from the publisher, book club or bookstore. The Warden may have all incoming publications inspected for contraband. The Warden may designate staff to review and where appropriate to approve all incoming publications in accordance with Program Statement 5266.10. You may not retain more than 5 publications in your possession at any one time. Inmates require written authorization prior to mailing or receiving packages. Any envelope or package to be mailed exceeding 1 pound in weight must be handled through counselor. Specific requests may be submitted to your Unit Team. Unauthorized mail includes musical greeting cards or greeting cards containing glitter, glue, crayon, markers, musical, fold-outs, double sided, paddings, or raised inserts, Polaroid photos, nude personal photos, plant material, non-inspectable items, etc. Additionally, there will be: no "homemade" greeting cards; no card stock or construction paper in general mail; no stains, oily substances, unknown discoloring distortions or paper with watermarks; no sprayed fragrances, cologne or perfume on mail; no stickers or adhesive attachments on general correspondence; no cardboard packaging or fiber-reinforced envelopes allowed in the housing units; a limit of 10 incoming photographs per day and stamps, metal tabs, or glued folds on the envelope may be removed by the mailroom staff. The mailroom staff has the authority to photocopy any portion of general correspondence, providing the photocopy to the inmate, and returning the original to the sender.

All unauthorized mail will be returned to the sender along with a rejection form explaining why the mail was rejected. Mail will normally be distributed after the 4:00 P.M. count.

Correspondence with any other inmate requires prior approval. You may request approval from your Unit Team. Approval is limited to immediate family members or persons whom you are actively involved in an on-going legal case or appeal (e.g., co-defendants).

Inmates found to be communicating with others inmates through note passing, communicating through the windows and/or through plumbing pipes, etc. may receive disciplinary action. Additionally, inmates are not allowed to pass messages for another inmate. This may also result in disciplinary action.

Special Mail: For incoming correspondence to be processed under special mail procedures, the specific sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate". "Special Mail" includes correspondence received from the following: President and Vice President of the United States, Attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. The Warden or designee shall open incoming special mail only in the presence of the inmate for inspection for physical contraband and the qualification of any enclosures as special mail. The correspondence may not be read or copied if the sender is adequately identified on the envelope, and the front of the envelope is marked "Special Mail-Open only in the presence of the inmate". In the absence of either adequate identification or the "special mail" marking, as indicated in this section, appearing on the envelope, staff may treat the mail as general correspondence and may open, inspect, and read the mail. It is your responsibility to inform your attorney of the procedure for handling Special Mail.

You may not receive packages through the mail without prior written approval. We do not ordinarily authorize any packages with the exception of release clothing or legal materials. Per Program Statement 5800.16, Mail Management Manual, dated April 5, 2011, all incoming inmate property packages must be authorized in advance, unless otherwise approved under another Bureau policy. An Authorization to Receive Packages or Property, BP-331(BP-S331) shall be used for this purpose. A BP-331 shall remain valid for no longer than 60 calendar days from the date of approval.

If you are an indigent pre-trial or holdover inmate, you may be eligible to receive three postage stamps per week. If you are a sentenced inmate without funds, you are eligible to receive five postage stamps per month. Stamps are obtained through the unit staff with the Unit Manager's approval. You will be able to purchase stamps from the Commissary on your purchase day. Inmates will not be able to possess more than 1 book of postage stamps or the equivalent of 20 stamps. If you require more postage, see unit team for approval. You may not receive stamps, or anything else of value in the mail. Any unauthorized items will be returned to the sender. Correspondence will not be restricted as long as you do not abuse the privilege.

Special/Legal mail will be sealed in the presence of the unit officer, to include officers working in Special Housing, by the inmate mailing the legal correspondence, between the hours of 5:00 P.M. and 9:30 P.M. daily. The inmate will present his/her identification card to the staff member. The staff member will ensure that the inmate has the proper return address and name on the legal correspondence.

You will be solely responsible for the contents of any correspondence you place in the mailbox located on the wall in your housing unit. Incoming mail will be opened and inspected for contraband and photocopied prior to delivery to the unit. FDC SeaTac does not accept funds from outside the institution through the mail. Any funds received through the mail will be returned to the sender with specific directions on how to send the funds to the national lockbox. Therefore, no U.S. currency, checks or money orders of any kind will be accepted. For inmates to receive funds, refer to the National Lockbox procedures.

You may subscribe to publications if they are sent directly from the publisher and are pre-paid.

Some types of publications that could jeopardize the security and the orderly running of the institution are strictly prohibited and will be returned to the publisher. Some examples are publications that explain weapons or explosive manufacturing and/or martial arts training materials and pornography, etc.

Sanitation

Maintaining a high level of sanitation is a priority. You and the staff have a right to live and work in a clean and sanitary environment. You must be considerate of others by keeping your area clean and neat. You will be required to maintain your own personal living area. In addition, you will be required to assist in the cleaning of all common areas. Frequent sanitation inspections will be conducted. Failure to pass these inspections may result in loss of privileges or disciplinary action. It is your responsibility to check your living area immediately after being assigned and report any damage to the Unit Officer or Counselor. You will be held responsible for any damage or any writing or markings on the walls or furniture. All inmates are subject to disciplinary action if they create graffiti on walls, doors, chairs, furniture, and common areas. You may

be held financially liable for any damage to your living area. You are also responsible for maintaining a clean and orderly area. ALL PROPERTY must be stored in the locker. Nothing is to be tacked, stapled, or taped to the inside or outside of the locker, wall, bed or cell door window. Lockers must be neatly arranged and clean inside and out. Toilets will not be covered with paper sacks, chairs, or anything else except during religious prayer times. You are required to have your bed made and assigned area ready for inspection by 6:35 AM Monday through Friday and by 10:00 A.M. on weekends and holidays. More specific rules regarding sanitation standards are posted on the bulletin boards. A picture of what is considered an appropriate cell is located in the bulletin boards as well as in the back of this handbook.

The proper way to access getting onto the upper bunk is to climb onto it using the step at the end of the bed. You are also to use them to climb down from the upper bunk. At no time, should you ever jump directly from the upper bunk to the floor or step on any plumbing, furniture fixture, or any moveable objects not intended for climbing such as a table or chair.

- FDC SeaTac is a tobacco free institution.
- Floors are to be swept and mopped regularly. They shall be clean and free of excess dirt and dust.
- Beds shall be neatly made each day, with clean linens, a blanket and a pillow.
- No more than one pillow and two blankets are authorized.
- All clothing, including shirts/t-shirts, underwear, and trousers must be hung on provided coat hooks or stored inside your locker.
- Air vents must be clean and clear of any obstruction including paper, pens, pencils or paperclips.
- Inmates are not to wash any clothes in the sinks nor hang clothes in the vents.
- Your trash can shall be emptied at least once each day. The trash cans will not be used at any time to store ice and/or food.
- Nothing is permitted to be taped, hung or otherwise attached to the walls, locker, or bed. Cardboard boxes, paper bags, and plastic bags are not authorized for storage purposes or trash.
- No door windows, exterior windows or vents will be covered with any object. A piece of paper may be placed in the door frame to signify the current use of the toilet. At no time will anything obstruct the cell windows. Nothing will obstruct the staffs' view of inmates in the bed or cell areas.
- Inmates are required to sleep with their head opposite the locker.
- Inmates are required to turn off the cell lights by 11:00 P.M.
- Each inmate is responsible for familiarizing themselves with the fire exits located in the unit. Failure to respond to a fire alarm may result in disciplinary action. The distress button on the wall by the door in each cell is to be used only in case of an emergency. Use of it in the absence of an emergency will be considered tampering with a life safety device.
- Inmates will not lean on or rest their feet on the walls or railings on the upper tier. No inmates may gather to sit on the upper tier walkway.
- No more than 5 books and/or magazines (excluding legal books and school books) are authorized. No more than a total of 4 books or magazines per cell will be allowed on either the window ledge or wall ledge. They must be neatly stacked. Other reading materials will be kept in the lockers. Unless in use, the cell table will be clear of items.
- All legal materials must fit inside your locker. If you are unable to store

- all of your legal materials in your locker contact your Unit Staff.
- Nothing will be stored on top of the lockers or desk. These areas will remain clean and clear.
- Inmates are prohibited from taking utensils, food trays or kitchen issued food to their cells.
- Medication will always be stored in your locker in their approved container.

Smoke Free/Tobacco Free Institution

FDC SeaTac is a tobacco free institution. Inmates are not authorized to possess any tobacco items which include chewing or smoking tobacco. Services will be provided upon request for any inmates requesting smoking or tobacco cessation classes.

Personal Property

At the time of admission, all inmates may keep the following items:

- o All addresses and phone numbers.
- o Prescription eyeglasses & contacts
- o Wedding ring-plain band with no stones; and with a declared value of less than \$100.00.
- o Legal items, letters and news clippings.
- o Dentures, hearing aid, other prosthetic devices, may require approval from the Medical Department.
- o Religious medal (no metal) and chain (total declared value of \$100.00 or less)
- o 25 total photographs, unframed and unbacked. Nude photos will not be authorized.

Inmates will not be able to possess more than 1 book of postage stamps or the equivalent of 20 stamps. If you require more postage, see unit team for approval.

Inmates MAY NOT give or receive anything to or from another inmate. Items in excess of limits in the institution supplement will be confiscated. For additional information regarding personal property authorized for retention, refer to Institution Supplement on Inmate Personal Property, and the institution's commissary sales list.

The following items cannot be packed out for an airlift: baby powder, liquids that do not have a manufacture's seal, any open bottles of liquids, hobby craft items, bandanas, or medications. No more than 5 books, 2 pairs of sweats, and 2 pairs of tennis shoes are permitted. Two boxes are the maximum that can be transferred to another institution.

Clothing/Laundry/Linen

Schedule: Laundry will be conducted once a week. There is a laundry schedule posted in your unit for regular days and holidays.

Initial Issue: Upon arrival, you will be issued a standard bed roll consisting of two blankets, two sheets, one towel, one washcloth and one hygiene kit.

Clothing Issue: Once you are assigned to a housing unit, your clothing will be delivered by the Laundry Foreman. Your clothing size will be determined by the

information you provided on the laundry form you filled out when you entered R&D. You are responsible for maintaining your clothing and linen until you are released or transferred to another institution.

Your personal issue will consist of: Socks=7prs, boxers=7prs or panties=7ea (females), t-shirts=7ea, khaki pants=3prs, khaki shirts=3ea, bras=4ea (females) one towel, one washcloth and a laundry loop. If you are assigned to a work detail, you may request two additional uniforms through your work supervisor.

Altered Clothing: Clothing cannot be altered. It is considered damaging Government property and you will be held responsible.

Replacement & Reissue: Clothing may be replaced due to wear or improper fit. (See exchanges below) Up to four clothing items can be exchanged weekly on the unit's scheduled laundry day. Reissue is conducted same as initial issue. Lost items may be replaced via cop out with signature from verifying staff.

Exchanges: Will be conducted weekly during the unit's scheduled laundry day. *Linen exchange, Blanket exchange, and Clothing exchanges;*

All exchanges will be placed together in your pillow case with a cop-out inside stating what items and how many what size/length you wish to exchange. Your name, unit and register number are required on all cop-outs.

Exchanges are limited each week with the following:

Up to TWO SHEETS, ONE BLANKET OR UP TO FOUR ITEMS OF CLOTHING,

A shampoo may also be requested through the exchange process.

Laundry Pick-up: Laundry carts will be picked up on or after 6am on your scheduled unit's laundry day. All clothing will be sent to and from the Laundry on a Laundry loop. The laundry/loop should be placed in the brown laundry cart prior to the pick-up time. The brown laundry cart is available on the unit the night prior to your scheduled unit's laundry day.

Delivery: All clothing, linen, and blankets will be returned to the unit by the end of the work day in a clean laundry cart. At that time, it is your responsibility to retrieve your clothing/linen during laundry call.

Cop-Outs to Staff: Request to staff pertaining to laundry issues must be sent through the e-mail system with the proper name, unit and register number of the requesting inmate.

Released: Upon release from the institution, each inmate leaves their assigned unit with all issued clothing and linen. The inmate will take the issued clothing and linen and place them in the collection bin located in R&D.

Inmate Dress Code

All inmates will be required to adhere to the uniform standards listed below. Failure to comply with any of these standards can result in disciplinary action. All religious items will be worn inside of the shirt at all times.

Outside the housing unit:

- T-shirts must always be tucked inside of the pants and covered with smock (pull over shirt).
- Smocks do not need to be tucked into pants.
- Shirts with buttons worn outside the unit must always be buttoned and tucked into the pants. Only the top button may be left unbuttoned.
- Uniforms must always be neat and clean.

- Trouser pants may not be rolled up or cuffed. No sagging around the hips will be permitted on any pants, sweat pants, or shorts.
- No radios, magazines, or other amusement items will be allowed on the job sites.
- The uniform worn by inmates assigned to the Front Lobby and Administration detail must be pressed.
- Inmates assigned to other work details must wear a presentable uniform that is free of excess wrinkles.

Inside the housing unit:

- Button shirts may be worn outside of the pants as an unbuttoned outer garment. Button shirts must either be unbuttoned entirely or buttoned. If buttoned, then the shirt must be tucked into the pants. T-shirts must be worn under all shirts.
- T-shirts must always be tucked inside of the pants unless the inmate is actively participating in an activity in the recreation yard.
- Shoes or boots must be worn at all times when outside your cell.
- Shower shoes may only be worn to and from the showers only. No EXCEPTIONS.
- Khaki shirt and sweat shirts are permitted to be worn over pants.
- Hats, do-rags or caps of any kind (except previously approved religious headwear) are not authorized in the common area at any time. They are only authorized in the recreation yard or your cell.

Hygiene/Haircuts

Each inmate must observe high standards concerning bathing and clothing. Inmates will maintain appropriate standards of grooming, bathing, and clothing. Articles necessary for maintaining personal hygiene to include: soap, toothbrush, toothpaste or powder, comb, feminine hygiene products, and toilet paper are available from the Unit Officer or requested by laundry. Additional items can be purchased from commissary. Disposable razors are issued upon request. The Bureau of Prisons permits an inmate to select the hair style of personal choice, and expects personal cleanliness and dress to be kept within standards of good grooming and the security, good order, and discipline of the institution. Haircuts will be provided in your assigned unit. A haircut schedule has been established and posted on the unit bulletin boards.

Commissary

PRIVILEGE: Commissary is a privilege, not a right. This privilege may be suspended or revoked for violation of the rules and regulations governing Inmate conduct.

SCHEDULE, COMMISSARY LIST, FUNDS, SPENDING LIMITS, and SPECIAL PURCHASES: The institution operates a Commissary which provides numerous items for purchase. A list with the price of each item can be obtained from the Unit Officer. Once a week, you may submit a commissary sheet according to the schedule posted in your unit. You must have funds in your account to receive goods from the commissary. You are limited to the amount of \$90.00 per week and you may not spend more than the monthly limit set by policy which is currently \$360.00 per month. Stamps are exempt from the spending limit.

COMMISSARY LIST PICK-UP All Commissary lists must be turned into the Unit Officer prior to **6:00 a.m.** on your scheduled commissary day. If the Commissary Officer does not receive your list, you will **not** be allowed to shop that day. Purchased commissary items will be delivered to you in your housing unit.

COMMISSARY DISCREPANCIES: If you have been **incorrectly charged** or if you received the wrong item, you must notify the Commissary Officer **prior to signing and returning your receipt to him/her.**

If you miss your assigned commissary day because you are in court, at your assigned work detail assignment, or on official call-outs, your commissary items will be delivered to you by the end of the week. Items that require sizing such as shoes, sweats, etc. must be checked for correct size prior to commissary staff leaving the unit.

ACCOUNT BALANCE DISCREPANCIES If you feel there is a **discrepancy** with your account balance, inform the **Business Office** via an **Inmate Request to Staff** form. The Commissary Officer is not responsible for, nor can they answer questions about posting of money to your account.

Deposits: Deposits to commissary account from outside sources will be made through the **Mail Room, Lockbox, and Western Union Quick Collect.**

Deposits for the Lockbox should be mailed to:

**Federal Bureau of Prisons
Inmate's Register Number
Inmate's Name
Post Office Box 474701
Des Moines, Iowa 50947-0001**

Deposits via **Western Union Quick Collect** may be sent via one of the following:

At a **Western Union Office** with cash, by phone using a credit card or online using a credit card.

The following information must be provided:

Pay to:	Federal Bureau of Prisons
City Code:	FBOP
State Code:	DC
Senders' Account Number:	Inmate's Name & Register Number

Deposits **cannot** be brought into the institution by visitors.

Negotiable Instruments: Deposits may be made in the form of U.S. postal money orders, U.S. Treasury checks, U.S. Government-issued drafts, state, county, and municipal checks, checks from privately contracted correctional facilities, cashier's checks, domestic money orders, and Western Union money gram. All negotiable instruments must include the inmate's committed name and register number.

Post Date: Western Union money grams, domestic personal checks, non-domestic and foreign negotiable instruments will be placed on hold.

15 Day Hold: Domestic personal checks and Western Union money grams will be held for 15 calendar days

30 to 60 Day Hold: All non-domestic and foreign negotiable instruments will be held for 30 to 60 days.

OTHERS: Canadian postal money orders expressed in U.S. currency are available immediately. All other negotiable instruments will be posted to your inmate account and your funds will be made available immediately.

Transfers/New Admittances: All transfers and new admittances should expect to receive their personal funds within **two business days** of their arrival. If your funds have not been posted to your account within this time period, please notify the **Business Office**.

Sales Receipts: It is your responsibility to know the amount of money in your account. You may check both the balance in your account and the balance left of the \$360.00 monthly spending limit by reading your sales receipt. Your re-validation date is every Monday. You may check your account balance utilizing the Inmate Telephone System by dialing "118" and you're Personal Access Code. If you have any questions concerning your account balances, send an Inmate Request to Staff form to the Trust Fund Department.

Inmate Telephones System (I.T.S.)

Personal Access Code (PAC): Upon your arrival, you are assigned a nine-digit phone access code (PAC). This is your personal confidential code to access information on your ITS-II account and to transfer funds from your commissary account to your ITS-II account. There is a \$5.00 replacement charge if your PAC is compromised.

Voice Recognition: Once you have received a computer generated phone access code (PAC) from the ITS office, you will go to the phone and dial 111 and record your voice recognition. If you have any questions or problems please notify the ITS office under Trust Fund via electronic staff messaging. The V-PIN registration process requires you to dial 111 and enter your PAC number. The system will then prompt you to clearly state your first and last name after the tone. State your first and last name as it is on your inmate account card in a clear and natural voice after the tone. The system will again prompt you to clearly state your first and last name after the 2nd tone. If the registration name recordings matches you will hear your recorded name repeated back to you.

Trulincs/Trufone/Truaccess Account

You are provided with individual Trulincs account, similar to the Trufone accounts. Each housing unit has dedicated Trulincs workstations to perform the following functions:

- *Contact list management
- *Messaging
- *Account transaction viewing
- *Electronic Law Library

You are allowed a maximum Trulincs session length of 60 minutes before being automatically logged out for 15 minutes to allow other inmates access to the system. There is not a monthly time limit for public messaging (emailing). Once you have access to your account, you may purchase Trulincs session time at the rate of 5 cents per unit (Tru-Unit). Electronic messaging is billed as one Tru-Unit per minute of a session time; printing is billed as three Tru-Units per page. You may purchase from 40 to 600 Tru-Units at one time and your Commissary account is immediately deducted.

Maximum Monthly Time Limits

Contact List- 10 hours

Send Funds-2 hours

Purchase Tru-Units-no time limits

Public Messaging-no time limit

Financial Transactions- 2 hours

Print Services-no time limits

Staff Messaging- 5 hours

Contact list

You must have a pre-approved email address in order to perform electronic messaging and you must use your contact list. The contact list will also be used to manage your approved telephone number within Trufone, sending funds out from your Commissary account (BP-199) and printing postal mailing labels. You are allowed up to 30 contacts for the Trulincs and Trufone system, plus up to 100 contacts. The telephone number and email addresses are counted based on the first 30 entered, if you are adding a contact only to communicate via Postal Mail, then you should not enter a telephone number or email address on the contact.

When loading this information, you need to ensure it is correct. Entering false information could lead to disciplinary action.

Electronic Messaging

If an email address is entered for a contact, Trulincs sends a system generated message to the contact giving them the opportunity to accept or reject the email prior to receiving any messages from you. If a positive response is received, then you may begin exchanging electronic messages with this contact. If a contact rejects Trulincs participation, then you are blocked from sending any messages to that email address. Messages are limited to 13,000 characters. You will not have access to the Internet nor are you able to receive pictures or other attachments. The delivery of all incoming and outgoing messages is delayed by a minimum of one hour to prevent the engagement of chat sessions. All messages are stored for monitoring at the institution's convenience.

Account Transaction Viewer

You are provided the opportunity to view your Commissary transactions, telephone account statement, and Tru-Unit transactions via Trulincs.

Electronic Law Library

The implementation of Trulincs created a physical infrastructure that paves the way for the implementation of an Electronic Law Library (ELL). Institution Trust Fund staff will maintain the ELL hardware.

MONITORED CALLS: LONG DISTANCE, LOCAL, COLLECT, AND INTERNATIONAL All calls made on the ITS-II will be monitored and recorded and your use of the telephone constitutes consent to this monitoring. **You can make collect and direct local/long distance calls and direct international calls only.** Detailed instructions are provided with your PAC. All calls are limited to 15 minutes.

CALL LIMITS AND UNMONITORED ATTORNEY CALLS You are limited to a total of 300 minutes per calendar month for ITS-II monitored telephone calls. Should you exhaust your 300-minute limitation, you can at the Wardens discretion, be provided a telephone call for good cause shown. You should request such calls through the Unit Team. This limitation does not affect your ability to make unmonitored legal telephone calls. If you require an unmonitored phone call to your attorney, contact your Unit Team.

Restricted Telephone Activity

WARNING: The use of telephones (for social calls) is a privilege. This privilege

will be suspended or revoked for failure to comply with the rules and regulations of conduct. Therefore, when using the Inmate Telephone System, you must not engage in the following activities or you will be subject to disciplinary action:

- ☎ Make a 3-way or 3rd party phone call (ensure the party you are speaking with understands this so they do not inadvertently connect you through to another party);
- ☎ Knowingly make or arrange for a call to be forwarded to another phone number regardless if the phone number is on your approved list;
- ☎ Discuss or engage in any business related activities. Pretrial Detainees may reasonably be permitted to engage in pre-existing lawful business activity;
- ☎ Work for or assist with any on-going law enforcement activity without the Warden's approval;
- ☎ Make or imply any threat to another person over the phone;
- ☎ Use or access another inmate's PAC number;
- ☎ Pass the phone to another inmate or accept the phone from another inmate which has been connected;
- ☎ Attempt to place a call on the phone while on telephone restriction;
- ☎ Arrange to have anything of value sent to another inmate or inmate's family without staff authorization;
- ☎ Place calls to a number that cannot be directly and immediately deducted (i.e., 1-800, 1-888, 1-900, 1-976, or to credit card access numbers;
- ☎ Place calls to check or access voice messaging;
- ☎ Place calls that are engaged in conference calling;
- ☎ Attempt to speak or contact any other person who is confined in any other correctional facility(e.g., halfway house);
- ☎ While on the phone, you shall not speak in code or in any other language in an attempt to mask or conceal the content of your conversation.
- ☎ You shall not use the phone to engage in or encourage others to participate in illegal and/or unlawful activities;
- ☎ Threats over the phone are taken very seriously. If a threat is made to anyone on the phone, disciplinary actions and/or prosecution may be sought by the Assistant U.S. Attorney.
- ☎ Finally, you must not engage in any other activity or conduct over the telephone which staff interprets as an effort to circumvent our policies and regulations.

Visiting

Social Visiting is a privilege. This privilege may be suspended or revoked for failure to comply with the rules and regulations of conduct which may not be related to visiting.

Pre-trial, INS and Holdover inmates: The visiting list is limited to immediate family members (i.e., mother, father, step parents, foster parents, brothers, sisters, spouse, children and domestic partners registered with the City of Seattle or other jurisdictions recognized by the State of Washington prior to their incarceration.) All children must be on the approved list in order to enter.

In addition to immediate family members, Cadre inmates may have other relatives or friends added to their approved Visiting List. All children must be on the approved list in order to enter. A maximum of ten (10) visitors (in addition to immediate family members) may be on the visiting list for a work cadre inmate.

Ordinarily, an initial visiting list is prepared and distributed within seven days

of receiving the required information to process the visiting list for all inmate statuses. It is also recommended a copy of valid identification be provided at the time the visiting application is provided.

To have a person placed on your visiting list, you will need to send each visitor applicant a Visiting Information form (BP-A629.52). These forms can be obtained from your Correctional Counselor. The visitor applicant must complete the form, sign, include copies of proof of relationship, and mail directly to your Correctional Counselor. These Visitor Information forms must be mailed directly to your Unit Team. Once the form(s) have been received, your Counselor will run a background check and notify you of the visitor applicant's approval or denial to visit. It is the responsibility of the inmate to notify the visitor of the approval or denial. Unit Staff cannot make this notification.

Any visitor with a criminal record requires both the Unit Manager's and the Associate Warden's approval. This approval process can take several days, and your Correctional Counselor will advise you if the visitor applicant has been denied. However, privacy laws prevent specific disclosure of the reasons for denial when based on background information.

Other relatives (family members not considered immediate family as indicated above) and friends (depending on your status as indicated above) may be added by mailing a visiting application to the requested visitor, who must answer the questions and return the form, via the U.S. Postal Service, to the Correctional Counselor. Inform your friends and relatives not to come to visit until after the final approval. Verification of a relationship prior to the inmate's current incarceration is required for "friends" before visiting approval is granted.

Special Visits (Family Emergency)

In the event of a family tragedy or emergency, inmates can request from their Unit Team extended visits for family members and others under certain circumstances.

REENTRY

Requests for special visits related to your release planning that cannot be accomplished through the regular visiting regulations and/or the telephone will be considered by your unit team on a case by case basis. These requests should be submitted via the Request to Staff form.

Social/Legal Visiting Hours

You must submit a list of requested visitors to your Unit Team for approval. Visitors must be approved before they may enter the institution. Visiting hours for social visits are:

Social Visiting Hours		Legal Visiting Hours	
Monday	2:00 PM to 9:00 PM	7:30 AM until 9:00 PM	
Tuesday	NO SOCIAL VISITING	7:30 AM until 6:00 PM	
Wednesday	NO SOCIAL VISITING	7:30 AM until 6:00 PM	
Thursday	NO SOCIAL VISITING	7:30 AM until 6:00 PM	
Friday	2:00 PM to 9:00 PM	7:30 AM until 9:00 PM	
Saturday	7:30 AM to 2:30 PM	7:30 AM until 2:30 PM	
Sunday	7:30 AM to 2:30 PM	7:30 AM until 2:30 PM	

The following federal holidays will have special visiting for all inmates regardless of their inmate register number. The visiting hours will be 7:30 AM-2:30 PM: New Year's Day; Memorial Day; July 4; Labor Day; Thanksgiving; and Christmas Day.

The following federal holidays will be regular inmate visiting days dependent upon the inmate's register number. The visiting hours will be 2:00 PM-9:00 PM: Martin Luther King Day; President's Day; and Columbus Day.

The following federal holiday will be a regular inmate visiting day dependent upon the inmate's register number if it falls on Friday-Monday. The visiting hours will be consistent with the day of the week listed above. If the holiday falls on a Tuesday or Wednesday, there will be no visiting on this holiday: Veteran's Day.

Designated inmates may visit on any social visiting day regardless of register number. Pretrial/Holdover inmate visits will be determined by the fifth digit of his/her register number. Inmates ending with odd numbers will only be allowed to visit on odd days, and inmates ending with even numbers will visit on even days. For example, an inmate with register number of 12345-086 will only be allowed to visit on odd days of the month (I.E. May 7, 2007). Similarly, an inmate with a register number of 01234-086 will only be allowed to visit on even days of the month (I.E. May 4, 2007).

All social visits will be limited to one 2 hour session per day, regardless of admission status (pre-trial, hold-over, or cadre). The time period will begin when the inmate arrives in the visiting room. All inmates will be allowed only one visit per day. All inmates will be allowed to visit on any special visiting days/federal holidays that are approved by the Warden. On those days, all inmates will be allowed two (2) hours of visiting. Inmates housed in Special Housing will visit via video. Inmates in Special Housing will have their visits restricted to one hour.

Inmates will be permitted to visit with a maximum of six persons including both adults and children at one time.

Children under the age of 16 are not considered an adult and must be accompanied by an approved adult visitor. Persons the age of 16 and above must have valid picture identification and ALL CHILDREN must have visiting forms submitted and be placed on the inmate's approved visiting list. Visitors will not be permitted to exchange places (alternate) with another visitor outside the Visiting Room.

Inmates wanting a visit from their "Minister of Record" must submit a written request to the Chaplain. Upon approval, the unit team will add the name with the title "Minister of Record" to the inmate's visiting list. An inmate is limited to only one "Minister of Record" and the prior relationship rule will not apply. The addition of a Minister of Record will not count against the inmate's authorized visitor list total and will not impact the inmate's allowed social visiting for that day. Minister of record visits will be conducted in the visiting room during scheduled social visiting hours. All other clergy visits will be processed as outlined in this booklet.

Inmates will be allowed to enter the Visiting Room with one plain wedding band, prescription eyeglass and one religious neck chain. All inmate attire will be institutional issue and underwear must be worn. Attorneys and legal assistants may exchange legal documents with their inmate clients as outlined in the Institutional Supplement on inmate visiting.

The only physical contact permitted during the visitation will be a kiss upon entering and/or leaving the visiting room, and you can hold hands. You are permitted to hold

small children. You are responsible for your children. You and your visitors are required to observe very high standards of behavior. You are not permitted to receive any item of any kind from any visitor. Your failure to comply with visiting regulations can be cause for loss of this privilege for specified period.

Processing of visitors will begin 30 minutes prior to scheduled visiting hours, and will end one hour prior to the end of the visitation period.

All adult visitors must have proper picture identification. Valid State or Government Issued ID with photograph showing full name and signature is required.

Visiting Etiquette: Visitors will not be allowed to take any personal items into the Visiting Room except for their identification. All personal items with the exception of wallets, purses, money, etc., will be locked in the visitor's vehicle. Those items which should not or cannot be locked in the visitor's vehicle will be placed in the lockers located in the Front Lobby. Persons utilizing the public transportation system will be allowed to utilize the lockers in the Front Lobby to store personal items for the duration of their visit. The only exception will be infant care items to include: one pacifier, one diaper, five diaper wipes, one bottle with contents, one clear sip cup, and one infant size blanket. No infant toys of any kind are allowed in the Visiting Room.

Visitors are required to dress appropriately in clothing that is appropriate for a correctional setting or court room. Visitors will not be allowed to wear halter, tank or tub tops; open toe or heel shoes; sandals; white, brown or orange t-shirts; sleeveless shirts; spandex garments or form fitting clothing; shirts/blouses with plunging necklines; low cut tops; shorts; jogging or sweat suits; skirts or dresses shorter than 2 inches above the knee; suggestive/revealing or transparent-see through clothing; clothing w/offensive wording or signs/logos; hats, caps, or hoods; khaki colored clothing; coats, jacket, gloves or scarves; bagging or sagging clothing; jeans torn or w/tattered holes. All visitors have to clear the metal detector so advise them to refrain from wearing excessive metal items on their clothing including underwear garments. Clothing that is questionable will be brought to the attention of the Institutional Duty Officer or the Operations Lieutenant in their absence.

Only medication necessary for the immediate preservation of life of a visitor will be allowed into the institution. Examples would be an asthma sprayer or nitroglycerin to treat a heart condition. Visitors will take only the quantity of medication necessary for the duration of the visit into the Visiting Room. An entry should be made on the individual's Notification to Visitors describing the medication. Any questions regarding the introduction of medication into the institution by a visitor should be referred to the Operations Lieutenant or Institution Duty Officer.

Travel Information

The Federal Detention Center is located in SeaTac, Washington, on the corner of South 200th Street and 26th Avenue S. Our physical address and phone number are as follows: 2425 South 200th Street, SeaTac, Washington, 98198, (206) 870-5700.

Taxicabs: Below is a listing of several cab companies serving the SeaTac area.

Farwest Taxi	(206) 622-1717
Orange Cab	(206) 522-8800

Yellow Cab	(206) 622-7395
Shuttle Express	(206) 622-1424

Airlines: Below is a listing of several major airline companies that service the SeaTac area:

Alaska	(800) 252-7522
American	(800) 433-7300
Delta	(800) 221-1212
Mexicana	(800) 531-7921
Southwest	(800) 435-9792
United	(800) 864-8331

Unit Management

There are 11 housing units at FDC SeaTac. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Unit staff offices are located in the units so staff and inmates can be accessible to each other. The Unit staff includes the Unit Manager, a Case Manager, Correctional Counselors, and one Unit Secretary. When available, the Staff Psychologist, Education Advisor, and Unit Officer will sit on a Unit Team, and be considered as Unit staff. Inmates are assigned to a specific Unit Team. Generally the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison.

Unit Manager

The Unit Manager is responsible for the overall operation of the unit and maintains oversight of the Case Manager, Counselor and Unit Secretary. If you are unable to resolve issues with unit staff, you may seek assistance from the Unit Manager. The Unit Manager receives general supervision from the Associate Warden (Programs).

Case Manager

The Case Manager has the responsibility for all casework services, and works as a liaison with inmates and staff to plan, monitor, and prepare the inmate for release. Your Case Manager and other Unit Team members will recommend a number of programs that would benefit you during your stay at this institution. They will also assist in determining any release preparation needs you may require. The duties of the Case Manager involve all phases of inmate institutional life, such as initial classification, Parole Commission progress reports, release planning, and assisting inmates with choosing educational, recreational and counseling programs, and to help them adjust to the institution environment and prepare for eventual release.

Correctional Counselor

The basic job of the Correctional Counselor is to help solve the day-to-day issues of the inmates in the unit. The Correctional Counselor will be the primary staff member which you deal with on matters of administrative complaints, visiting, room changes, mail, property, and initial and/or change of work assignments. They work with each inmate as their primary liaison to all other staff members. They will keep the Unit Team informed of your progress in assigned work programs, group counseling involvement and general living conditions. The Correctional Counselor

obtains and gives information, expedites and improves services, suggests plans and directions, and assists the inmates with adjusting to institution environment.

Unit Officer

The Unit Officer is responsible for security, sanitation and maintaining order in the unit. The Unit Officer is required to make routine shakedowns to locate contraband and to promote safety and sanitation. They will also dispense inmate care items and cleaning supplies. The Unit Officer is also viewed as a member of the Unit Team.

Town Hall Meetings

Town Hall Meetings are held in each Unit on an as needed basis, but at least once a month. These meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of staff and any guest speakers that are present. These questions should pertain to the unit as a whole rather than personal questions or problems. Personal problems will be resolved by unit staff members during the regular working hours which are posted in each unit.

Treaty Transfer for Non-U.S. Inmates

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program.

Work Assignments

After designated (Cadre) inmates complete the Admission and Orientation (A&O) Program, and have been medically cleared to work, they will be assigned to a work detail. If possible, you will be assigned to the type of work which you prefer. However, you must be qualified for the work detail you prefer. Even so, the needs of the institution will be given first consideration when assigning you to a work detail. Some of the positions are full time, and others are part-time.

Several facts we consider when assigning you are as follows:

Institution Needs	Previous Work Experience
Physical Condition	General Attitude
Education	Security/Custody Level
Intelligence	Work Quotas

Here are some of the work details and training available for you at FDC SeaTac:

Food Service - Cooks, bakers, butchers, orderlies, dishwasher, operators, clerks
Mechanical Services - Electricians, plumbers, cement finishers, masons, mechanics, welders, painters, carpenters, laborers, clerks
Warehouse - Clerks

Institution Hospital - Orderlies
Education - Librarians, tutors, and orderlies
Laundry - Clerks, clothing dispensers
Sanitation - Sanitation workers
Institution Maintenance - Building orderlies

Pretrial, I.C.E. detainees, and holdovers inmates can be assigned to a work detail. However, most assignments are in the housing unit as orderlies. Additionally, a work waiver must be completed by pretrial and I.C.E. detainee inmates prior to being placed on a work assignment. If you quit a work assignment, you will not be considered again for any other work detail.

If you wish to change your job assignment, you must submit an electronic request for a job change to your Correctional Counselor on an Inmate Request to Staff Form, indicate what your present job assignment, and the job assignment you wish to work. The form must contain both the signature of your present Work Supervisor and the signature of the requested Work Supervisor. Usually, job changes will be made only when there is an obvious need and benefit either to the institution, to you, or both.

Performance Pay

If you are assigned to a paid work assignment, you may be awarded Performance Pay if your Work Supervisor recommends you for it.

Presently, pay rates are as follows:

Grade 4 = \$.12/hour; 3 = \$.17/hour; 2 = \$.29/hour; 1 = \$.40/hour and
Maintenance Pay=\$5.25/month

Outstanding work performance can result in a bonus up to 50% of your base pay. These rates are subject to change according to Federal Bureau of Prisons Policy. You will be paid only for those hours during which your job performance is satisfactory. Each work detail has a specific number of positions allotted which are utilized to receive performance pay.

If you are having problems concerning your performance pay, you should report these problems immediately to your Work Detail Supervisor. Performance pay is ordinarily deposited in your commissary account within 10 working days after the end of month.

For more detailed information, see Program Statement 5251.6, entitled Inmate Work and Performance Pay. Those inmates in Financial Responsibility Program Refusal Status can earn no more than maintenance pay.

Safety

FDC SeaTac will make every effort to provide you with a safe environment while you are working at your assigned detail. Each individual worker will also be provided with the appropriate safety equipment. For your own good health and welfare, you must follow certain rules and regulations while assigned to a work detail. Failure to follow the rules listed below could result in disciplinary action.

1. It is your responsibility as an inmate worker to use the safety equipment issued to you. This safety equipment will protect you against physical injury and/or health hazards. Make sure that you are properly wearing all required personal

protection equipment before you begin a work operation. Personal protection equipment includes goggles, safety shoes, aprons, arm guards, hard hats, gloves, and respirators (must be medically cleared), if applicable.

2. You must wear safety goggles when performing any grinding, chiseling, filing, chipping.
3. You must wear hearing protection at all work stations designated as high noise level areas.
4. You must wear your issued steel-toed shoes on all work assignments.
5. You should report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe, or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, you should report it to the institution Safety Manager.
6. You will only perform work that is assigned to you. You are strictly forbidden to operate machines or equipment, or to perform any work operation, that has not been specifically assigned to you or on which you have not been trained to operate by your supervisor.
7. You are forbidden to operate equipment without using the safety guard(s) provided. You are forbidden to remove the safety guard(s).
8. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while the machine is in motion. You must stop the machine first. You should use lock-out devices where possible.
9. You must not stand up in moving vehicles. You should sit on the seats provided. Keep any chains across the back of the vehicle in place. You must not attempt to dismount from a moving vehicle until the vehicle has stopped completely.
10. It is your responsibility as an inmate worker to exercise care and common sense in conducting your assigned work. Horseplay on the job will not be tolerated.
11. Use of a radio is not permitted while on your work assignment.
12. In the event of an accident or other type of injury, you must report it To a staff member immediately.
13. Note, there will be specific instructions posted on the unit bulletin board regarding the safe procedure for accessing the upper bunk.

Federal Tort Claim:

In accordance with 28 U.S.C. § 2401 (b), claims submitted under the provisions of the Federal Tort Claims Act (FTCA), 28 U.S.C. §§ 1346, 2671, et seq. must be presented in writing to the appropriate federal agency within two years after such claim accrues. Form SF 95 should be utilized for the submission of claims under the FTCA. Claims involving the Federal Bureau of Prisons should be mailed to the Regional Office that oversees the institution where the allegation(s) originated.

Inmate claims of property damage or loss must be presented in writing within one year after such claim accrues in accordance with the provisions of 31 U.S.C. § 3723, per *Ali v. Fed. Bureau of Prisons*, 128 S. Ct. 831 (2008). Form BP-A0943 should be utilized for the submission of inmate property claims. Inmate property claims should be mailed to the Regional Office that oversees the institution where the alleged damage or loss occurred.

On-the-Job Injuries

If you are injured while performing your assigned duty, you must immediately report this injury to your Work Supervisor. Your Work Supervisor will then report the injury to the Institution Safety Manager. You may be disqualified from eligibility for lost time wages or compensation if you fail to report a work injury to your Supervisor within forty-eight (48) hours of the injury.

If you are injured while performing your assigned duty, and are still impaired at the time of your release, you need to contact the Safety Manager not less than thirty (30) days before your release or transfer to a CCC (halfway house) in order to submit a claim for compensation. A medical evaluation must be included in your claim before any compensation can be considered.

Fire Safety

Emergency exit plans are posted in all living areas.

If an emergency occurs, you are to follow staff instructions to ensure safety. Emergency drills are held in the units quarterly and are intended to increase inmate awareness of emergency exiting procedures. Drills will ensure everyone's safety in the event of an actual emergency.

Facilities Department

Facilities Manager:

The Facility Manager is responsible for managing of all construction, repairs, improvements, and maintenance to the physical plant. This includes all equipment, utilities, energy conservation, and major operating units. The following details are typically under the Facilities Department: Plumbing Shop, Electrical Shop, Heating and Air Condition, Communication Shop, Maintenance Shop, and Powerhouse.

Work Request:

Work Requests for repair, maintenance, or renovations are submitted to the Facility Manager. Staff are encouraged to submit requests for work involving renovations, repair, and maintenance of buildings, grounds, and facilities.

Heating:

During the seasonably cold months, heating temperature control devices are to be set to maintain temperatures not exceeding the following:

- a. Inmate housing areas 68 degrees Fahrenheit;
- b. Unoccupied areas 55 degrees Fahrenheit;
- c. All other areas including, but not limited to, offices, program areas, visiting

rooms, shops, etc. 68 degrees Fahrenheit.

d. Hospital rooms are exempt from these requirements if warranted for medical reasons; however, if the administrative or other portions of such buildings have separate heating controls, these requirements cover such areas. Cooling energy may not be used to achieve the temperatures specified for heating.

B. Cooling

During the seasonably hot months, air cooling temperature control devices are to be set to maintain temperatures not less than 78 degrees Fahrenheit. Hospital rooms may be exempt from this requirement, if warranted, for medical reasons. If the administrative or other portions of hospital buildings have separate cooling controls, these requirements cover such areas.

Medical and Dental Services

Medical Services

The Health Services Unit at FDC SeaTac offers medical and dental services to the inmate population. Sick call for medical and dental services is conducted Monday through Friday. Inmates must submit a sick call appointment via electronic email to the SET/Inmate to Health Svcs email box. This is the preferred method of communication in order to best maintain accurate records of requests. Inmates who do not have access to the email system may submit a written request for a sick call appointment. They must be completed by the inmate and dropped off in mailboxes located in the housing units marked "sick call" or given to pill line staff. All sick calls must be delivered in English and will be replied to in English. Medical sick call patients will be scheduled an appointment to be examined for their complaint as soon as possible and on a first come first serve basis. Emergencies are seen immediately upon notification. Dental sick call is seen in the Dental unit on "A" floor.

Inmates being released from custody may request a physical examination if he/she has not had one within one year prior to the expected date of release. Such an examination will be conducted within 2 months prior to release. Submission of an Inmate Request to Staff Member is given to medical staff and these physical examinations will be scheduled.

Chest x-rays are performed on all inmates as they are clinically indicated. All inmates are screened for tuberculosis annually.

Pill lines at FDC SeaTac are offered twice a day every day. The morning pill line starts at approximately 6:00 a.m and continues until all units have been visited. The evening pill line starts at approximately 6:00 p.m. and continues until all units have been visited. It is the responsibility of the inmate to be awake and on time to pill line. Any missed morning or evening medications will not be handed out later in the day. The A.M. insulin pill line is conducted in conjunction with the morning pill line and the P.M. insulin pill line is initiated at 2:00 P.M. Times are subject to adjustment based on the needs of the institution and medical staff.

A physician will see all inmates assigned to a chronic care clinic every twelve months, or more often if clinically indicated.

Refills of Medications

An Inmate who is attempting to refill any medication must first attempt to refill

the medication via the computer kiosk under "refills". If this is unavailable please turn in any empty medication bottles that need to be refilled with the label visible and legible to pill line. Inmates may also submit a paper refill request, which is obtainable from pill line staff. As a last resort an email may be submitted to SET/Inmate to Health Svcs email box that will be forwarded to pharmacy for follow up.

Emergency Care

Medical staff are on duty Monday through Friday, from 5:30 A.M. to 10:00 P.M, the physician is available for recall at all other times. On the weekends medical staff are on duty 6:00 A.M. through 10:00 P.M. Should an inmate become ill or injured after reporting to work, a staff member must call the clinic and give details concerning the illness or injury. The medical staff will give instructions for sending inmate to clinic.

DNA Blood Samples

In 2004, Congress enacted the Justice for All Act. This law requires the Bureau of Prisons to obtain DNA samples from inmates convicted of federal crimes. Samples from inmates will be collected by health service staff.

Infectious Diseases

Infectious diseases, such as colds, flu, and skin infections are easily spread within a crowded environment. Good hygiene is very important to keep your body, clothes, and areas clean. Wash your hands frequently. Cough into your elbow or upper arm. If you cough or sneeze into your hands, wash your hands immediately. Keep scratches and open areas clean and covered. Dispose of soiled bandages appropriately and wash your hands. Flu vaccinations are offered each fall and are highly recommended.

Inmates may draw up a living will, may prepare an advanced directive or execute a durable power of attorney for health care. If an inmate prefers a living will other than a standard form, an opportunity will be provided for a private attorney to prepare the necessary documents, at the inmate's expense. Note: living wills and advance directives are not operative within the institution. They are effective when hospitalized in the community.

FDC SeaTac is a smoke-free institution. Inmates interested in the smoking cessation program shall inform a health care provider who will certify approval using the nicotine replacement therapy (NRT).

HIV Testing

All inmates entering FDC SeaTac will have an HIV laboratory test ordered, at no charge to the inmate. An inmate may choose to refuse an HIV test, however a BP-S358.060 "Medical Treatment Refusal" form must be signed by the inmate. HIV pre-counseling will be conducted during A&O for designated inmates, the A&O sign-up sheet will suffice for the pre-counseling documentation. For routine HIV testing pre-counseling will be conducted and documented by a health care clinician at the time the labs are drawn. All HIV post-counseling will be conducted and documented with the inmate by a health care clinician once tests are received.

Dental Services

I. Urgent Dental Care: Dental emergencies are defined as uncontrolled bleeding;

debilitating pain; and severe infections. Treatment of dental emergencies is intended to provide relief of the major problem, and should not be considered complete care. Inmates that are not sentenced or designated or currently in special housing have access to urgent care only. To access urgent care, submit a request for dental care through (copout at sick call or email it to the dentist). When you submit a cop out, it is your responsibility to watch the call out list for your appointment. If you feel you have a severe dental infection that cannot wait, sign-up for sick call RN/PA evaluate and triage.

II. Routine Care: Only inmates sentenced or designated to FDC SeaTac are eligible for non-urgent care. These procedures can include: comprehensive examinations; x-rays; fillings; elective dental extractions and dental cleanings. Access to routine care must be equitable controlled and the use of a National BEMR Dental Wait list is the method used here to equally distribute and manage the care delivered.

Prosthetics (Dentures and Partials): Prosthetics (Dentures and Partials): All urgent and routine care must be accomplished before prosthetics can be started. Policy dictates the number of teeth a person must be missing to be eligible for replacement teeth. Prosthetics will not be started for inmates who are being released in less than one year due to the time needed to complete all laboratory work.

III. Oral Hygiene and Dietary Habits: It is up to you to take care of your teeth daily if you want to keep them healthy, this includes brushing twice a day, flossing once a day and limiting sweets to meal times. The treating dentist may discontinue care at any time if it becomes apparent that the patient is not practicing proper oral hygiene.

IV. Accessory Dental Care: Accessory treatment is considered elective and extends beyond the scope of routine care. The following areas of treatment are not available at this facility: crown and bridge treatment, porcelain bonding, cosmetic procedures to include tooth whitening, orthodontic treatment to include braces and retainers to move or straighten teeth, dental implants, root canals, edentulous ridge augmentation, orthogenetic surgery, temporomandibular joint (TMJ) surgery, and periodontal surgery.

Inmate Copayment Program for Health Services provided:

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and the Federal Detention Center SeaTac implemented the Inmate Copayment Program for health care effective October 3, 2005.

Application: The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees. This applies to inmates in pretrial and detainees.

Health Care Visits with a Fee:

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in the

section below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in the section Health Care with No Fee, below, you will be charged a \$2.00 copay fee for that visit.

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health Care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- | | |
|----------------------------|-----------------------|
| -Blood pressure monitoring | -Glucose monitoring |
| -Insulin injections | -Chronic care clinics |
| -TB testing | -Vaccinations |
| -Wound Care | -Patient Education |

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

Indigence: An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 or more for the past 30 days. If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

Complaints: You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

FREQUENTLY ASKED QUESTIONS ABOUT INMATE COPAY PROGRAM

Q- What is a copay fee?

A- A copay fee is a fee charged to you when you request health care services, such as Sick Call, or after hours treatment for a condition which is not an emergency. It is similar to fees charged in the community under most health

insurance plans.

Q- How much is the fee?

A- The fee charged for health care services under the Inmate Copayment Program is \$2.00.

Q- What if I have a chronic medical problem, like heart trouble or diabetes?

A- If you have a chronic medical problem, we will not charge a fee for certain visits related to your chronic medical problem. If you request Sick Call for something not related to your chronic medical problem, such as a cold or back pain, you will be charged a copay fee.

Q- How is the payment made?

A- The copay fee will be deducted from your Inmate Commissary Account.

Q- Who determines if a visit is subject to a copay fee?

A- Health care providers (doctors, nurses, mid-level providers) determine whether a visit is subject to a copay fee and will enter that information into TRUFACS to be processed.

Q- Who decides if the copay fee is deducted from my account?

A- The TRUFACS system, managed by the Trust Fund Branch, will decide whether it is appropriate to deduct the copay fee from your Inmate Commissary Account. The health care provider does NOT decide if the fee will be collected, only whether the type of visit qualifies for a copay fee. All financial transactions are completed by TRUFACS.

Q- What if I am indigent?

A- If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account. An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

The health care provider does not determine your indigent status for the purpose of the copay fee, only whether the type of visit qualifies for a copay fee. If you are indigent, TRUFACS will not deduct the copay fee.

Q- What if I am not indigent, but I spent all my money last week? Will the doctor or the MLP refuse to see me until I get more money in my account?

A- Your appointment will take place as scheduled. The health care provider will code the visit as paid or non-paid based on the type of visit. TRUFACS will maintain the information regarding the visit, set up a debt, and apply incoming funds to satisfy the debt. You will not be denied health care based on the amount of money in your Inmate Commissary Account.

Q- What if the health care provider marked a visit as qualifying for a copay fee when it should not have qualified for a copay fee? How do I get my money back?

A- If you believe you were incorrectly charged a copay fee, address your concerns to the Health Services Administrator (HSA). He or she has the ability to

informally resolve your complaint and correct the mistake if one was made. If the HSA does not satisfactorily resolve your complaint, you can use the Administrative Remedy process to address any complaints.

Q- What gives BOP the authority to collect the copay fee?

A- Public Law 106-294, the Federal Prisoner Health Care Copayment Act of 2000 (P.L. 106-294, 18 U.S.C. § 4048) requires BOP to collect copay fees.

Q- Who gets the money collected?

A- Twenty-five percent of the money collected goes to pay for administration of the Inmate Copayment Program, and seventy-five percent goes to the Crime Victims Fund.

Q- If my detail supervisor or Unit Team calls Health Services to see me because I don't feel well, will I be charged a copay fee?

A- If any staff member (including the Warden or Associate Warden) other than a health care provider requests a medical evaluation on your behalf, and it is not a medical emergency, you will be charged a copay fee.

Q- If my Health care provider refers me to a specialist, will I be charged a copay fee for the specialist?

A- No. Referrals from one health care provider to another will not result in a copay fee.

Inmate Access to Medical Records

An inmate may review the following records from his Medical File (including dental records) by submitting a request to the Health Systems Administrator:

Releases of records with respect to appeals of decisions rendered under Inmate Accident Compensation are governed by 28 CFR Part 301.

Federal Detention Center SeaTac

Patient Health Care Rights and Responsibilities

While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

RIGHTS

1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack of verified personal funds to pay for your care.
2. You have the right to know the name

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on

and professional status of your health care providers and to be treated with respect, consideration and dignity.

3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.

4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.

5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.

6. You have the right to obtain copies of certain releasable portions of your health record.

7. You have the right to be examined in privacy.

8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the

whom you intentionally inflict bodily harm or injury.

2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.

3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.

4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

5. You have the responsibility to keep this information confidential.

6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

7. You have the responsibility to comply with security procedures should security be required during your examination.

8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching an infectious disease.

9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

10. You have the responsibility to be honest with your health care

recommendations of the prescribing health care provider.

11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).

13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.

14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.

15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

17. You have the right as an offender to health care and will not be denied due to lack of funds.

provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. You have the responsibility to eat healthy and not abuse or waste food or drink.

12. You have the responsibility to notify medical staff that you wish to have an examination.

13. You have the responsibility to maintain your oral hygiene and health.

14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others.

15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.

17. You have the responsibility for co-pay if you are not indigent when seeking medical/dental care.

ACCREDITATION ASSOCIATION FOR AMBULATORY HEALTH CARE (AAAHC)

The AAAHC encourages anyone who has concerns or complaints about the safety and quality of care to bring those concerns or complaints first to the attention of FDC SeaTac's health care organization's leaders, which will often lead to more immediate resolution of the matter. Matters concerning billing, insurance, payment disputes,

individual personnel or labor relation issues are not within the AAAHC's scope.

When submitting a complaint to AAAHC about an accredited organization, you may either provide your name and contact information or submit your complaint anonymously. Providing your name and contact information enables AAAHC to contact you should additional information be needed.

It is AAAHC's policy to treat your name as confidential information and not disclose it to any other party. However, it may be necessary to share the complaint with the subject organization in the course of a complaint investigation.

E-Mail:
notify@aaaahc.org

Mail: Accreditation Services
AAAHC
5250 Old Orchard Road, Suite 200
Skokie, IL 60077

Sexually Abusive Behavior Prevention and Intervention

You Have the Right to be Safe from Sexually Abusive Behavior.

The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, no one has the right to pressure you to engage in sexual acts.

You do not have to tolerate sexually abusive/ harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do To Prevent Sexually Abusive Behavior?

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.

- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What Can You Do if You Are Afraid or Feel Threatened?

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

If you become a victim of a sexually abusive behavior, you should report it immediately to staff who will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

Write the Office of the Inspector General (OIG) which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General
U.S. Department of Justice Investigations Division
950 Pennsylvania Avenue, N.W. Room 4706
Washington, D.C. 20530

E-mail OIG. You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday - Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- Are untraceable at the local institution
- Are forwarded directly to OIG
- Will not be saved in your e-mail 'Sent' list
- So not allow for a reply from OIG
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

■ Third-party Reporting. Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior and/or Sexual Harassment:

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you

with the contact information. If no MOU exists, you may seek services through Psychology Services.

Outside Advocate

The King County Sexual Assault Resource Center (KCSARC) serves as the outside advocate for PREA Cases. Specifically, the KCSARC will be available for inmates to call a toll-free number (1.888.99.VOICE) for emotional support and consultation in the event they have been a victim of sexual assault at FDC SeaTac. Inmates will be offered this resource and a telephone to contact KCSARC. Further, upon release of the inmate to the community (excluding inmates with a sex offense charge) the KCSARC, will be available to provide follow-up and assessment and supportive interventions after a sexual assault has occurred at FDC SeaTac. You may also send correspondence to the KCSARC to P.O. Box 300, Renton, WA 98057.

Management Program for Inmate Assailants

Anyone who sexually abuses/assaults/harasses others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

Code 114/ (A): Sexual Assault by
Force
Code 205/ (A): Engaging in
a Sex Act
Code 206/ (A): Making a
Sexual Proposal
Code 221/ (A): Being in an Unauthorized Area with a Member of the
Opposite Sex
Code 229/ (A): Sexual Assault without Force
Code 300/ (A): Indecent Exposure
Code 404/ (A): Using Abusive or Obscene Language

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person
FORCIBLY or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

Sexual Assault with an Object: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (NOTE: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

Sexual Fondling: the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

Sexual Harassment: repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

Sexual Misconduct (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates. An incident is considered Staff-on-Inmate Abuse/Assault when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.

** Please be aware that both male and female staff routinely work and visit inmate housing areas. **

Contact Offices:

U.S. Department of
Justice Office of the
Inspector General
Investigations Division
950 Pennsylvania Avenue, NW Suite 4706
Washington, D.C. 20530

Federal Bureau of
Prisons Central Office
National PREA Coordinator
400 First Street, NW, Room 4027
Washington, D.C. 20534

Federal Bureau of
Prisons Mid-Atlantic
Regional Office
Regional PREA
Coordinator 302
Sentinel Drive,
Suite 200
Annapolis Junction, Maryland 20701

Federal Bureau of
Prisons North Central
Regional Office
Regional PREA
Coordinator
Gateway Complex Tower II,
8th Floor 400 State Avenue
Kansas City, KS 66101-2492

Federal Bureau of
Prisons Northeast
Regional Office
Regional PREA
Coordinator
U.S. Customs House, 7th
Floor 2nd and Chestnut
Streets Philadelphia,
Pennsylvania 19106

Federal Bureau of
Prisons South Central
Regional Office
Regional PREA

Coordinator
U.S. Armed Forces Reserve
Complex 344 Marine Forces
Drive
Grand Prairie, Texas 75051

Federal Bureau of
Prisons Southeast
Regional Office
Regional PREA
Coordinator
3800 North Camp Creek Parkway,
SW Building 2000
Atlanta, GA 30331-5099

Federal Bureau of
Prisons Western
Regional Office
Regional PREA
Coordinator 7338
Shoreline Drive
Stockton, CA 95219

Third-party reporting (outside of institution):
https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Psychology Services

Psychology staff provides a full range of psychological services on an as-needed basis. These services include crisis intervention, suicide prevention, brief individual counseling, bibliotherapy (self-help reading material), medication referrals, and forensic evaluations (for applicable inmates). Evidence-Based Practice Group Counseling Services are offered quarterly and consist of Emotional Self-Regulation and Criminal Thinking. Both of these Evidence-Based Practice Groups incorporate Basic Cognitive Skills as a fundamental tool to develop skills and enhance emotional self-regulation and decrease criminal thinking. Other Bureau of Prisons Psychology Treatment Programs (PTPs) are discussed at the Admission & Orientation (A&O) Presentation. If you are interested in a PTP not offered at FDC SeaTac, please do not hesitate to inquire with Psychology Services regarding program eligibility and referral. The Drug Abuse Program offers Drug Education Groups and Non-Residential Drug Treatment Groups for designated inmates with a history of substance abuse. Inmates who successfully complete the Non-Residential Drug Treatment Program will receive a \$30.00 achievement award. Drug Abuse Program staff also interview eligible designated inmates for the Residential Drug Abuse Program (RDAP) and provide follow-up services to designated inmates who recently completed the RDAP at another facility. In addition, volunteers from the community facilitate Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) meetings to the designated population.

If you think you have a need for psychological services or are interested in substance abuse treatment, you may request to see a Psychologist or Drug Abuse Program staff member by either contacting another staff member or by submitting an "Inmate Request to Staff Member" form to Psychology Services. A contract Psychiatrist is available through the Health Services Department for the purpose

of psychiatric evaluation and prescribing medication for mental health concerns. Psychiatric referrals are generally made through Psychology Services, but Health Services is responsible for scheduling all psychiatry appointments.

Suicide Prevention

It is not uncommon for people to experience feelings of depression and hopelessness while in jail or prison. This is more likely if it is their first time arrested, newly incarcerated, serving a lengthy sentence, experiencing problems with family or getting along with other inmates, or receives bad news about their case or about their personal lives. Some inmates may consider committing suicide due to those issues or pressure they experience.

Staff are trained to monitor inmates for signs of suicide risk and refer all concerns to Psychology Services. However, sometimes staff are not aware of what inmates may see or know about. If you are experiencing any of the difficulties mentioned, or you or another inmate are showing signs of depression (sadness, tearfulness, loss of interest in your daily lives), withdrawal (staying away from others, not wanting to have contact with family or friends), or hopelessness (giving away possessions, or stating that there is nothing left to live for, or just giving up), please alert a staff member right away. Your information could save a life.

If at any time you experience thoughts or impulses to harm yourself, please contact staff immediately by informing the officer on the unit where you are housed. It does not matter what time of day or night, just notify the officer so that he/she can summon assistance from the mental health staff. Your concerns will be taken seriously and managed with care and consideration.

Food Service

Food Service provides three nutritionally balanced meals daily, prepared in a clean, sanitary environment which is attractively served. The meals are prepared according to the National menu, which is a 35-Day cycle menu. Food is delivered to each housing unit three times a day from the main kitchen. Meals are served at 6:00 AM (7:00 AM weekends and holidays), 10:30 AM and upon completion of the 4:00 PM count. Weekly menus are posted on the unit bulletin board; however, menu items are subject to change without prior notice. After consuming each meal all hot and cold food trays must be returned to the food carts, please leave all left over food debris and trash on the tray.

Food Service offers a "No Flesh" tray. You may request to be placed on a "No Flesh" meal by submitting a written request to the Food Service Administrator. Once your request is received, it will take approximately 72 hours to be placed on the participation list. You will be required to stay on that meal until you request in writing to the Food Service Administrator to be removed.

Food Service also has a Certified Food Component. All items are Kosher and are based on the National Certified Food menu which is a 21-Day cycle menu. This program also has a menu specified for each Federal holiday. If you are interested in participating in this program, you must notify the Chaplain. Inmates participating in the program are not authorized to consume mainline items. However, if a Medical Diet is prescribed, it will take precedence over the Certified Food Menu. Food Service is not allowed to place you on this diet or remove you without Chaplaincy approval.

If a Medical diet is indicated, the Medical Department will make the appropriate review and if appropriate they will advise the Food Service Department of any special

medical diet needs. Requests and needs for special diets due to a medical condition or any food allergies, are not approved by the Food Service Department.

Religious Programs

Inmates are encouraged to maintain their religious ties. This institution extends to you the greatest amount of freedom for the opportunity to pursue individual religious beliefs and practices within the context of a secure, safe and orderly environment. Religious services are provided in the housing unit program rooms. There is a calendar in each unit which indicates religious services, programs, and activities. The chaplains are also available for other religious needs, such as short-term spiritual counseling, providing answers to religious questions, and to facilitate visits from clergy.

Although an inmate's listed preference does not prohibit them from attending other religious services, it may restrict them from being able to check out some religious items, wear religious covering, gain approval for clergy visits, or participate in religion-specific observances. As examples, Muslim and Jewish inmates must have these preferences to participate in Ramadan or Passover. For cadre inmates, you will have your religious classification designated based on your religious preference on file as provided by you during intake screening. You may change your religious affiliation by submitting a cop out to the Religious Services Department. Frequent changing of religious preference to participate in special religious activities is prohibited. You are not required to profess a religious belief.

All religious books and materials are available through the Chapel library. All items are available by submitting an Inmate Request to Staff form to the chapel. We do not have available a list of our holdings, but inmates can simply request books for a particular religion, or by author, or by subject. In some cases, chaplains can provide print outs of appropriate religious materials from internet sites, when copyright policies permit. Religious literature cannot be sent in from home; however, they can be mailed to you directly from the publisher or a bookstore.

A Certified Religious Diet program is available for individuals with a religious dietary need for kosher or halal foods. You must contact the Chaplain for an interview to be approved for the Certified Religious Diet Program.

Requests for special observances of a recognized holy day must be requested in writing to the Chaplain 21 days in advance of the holy meal. Any religious group not already authorized to practice within the Bureau of Prisons must be reviewed and approved by the Western Regional Office and Central Office.

If inmate family members wish to notify an inmate of the hospitalization or death of a family member, they can contact the institution, and ask to speak with a chaplain. Chaplains are required to verify such reports by calling the hospital or funeral home. If the reporting family member has his information available when calling, the process of notification is much easier.

Any religious group not already authorized to practice within the Bureau of Prisons must be reviewed and approved by the Western Regional Office and Central Office.

Native American smudging is permitted in the unit recreation area. The designated time this activity is Tuesdays from 8:00 p.m. to 9:00 p.m. The Unit Officer will provide participants with a smudge kit.

Pregnant inmates are welcome to contact the religious services department for pastoral counseling. If you have any special requests or concerns, feel free to

ask, either by sending a request, or by having the unit officer contact, if the matter is urgent.

Education and Recreation

EDUCATION

The mission of the Education Department is to provide mandatory literacy and ESL programs (as required by law) and other educational/recreational programs that meet the needs of the inmate population, provide options for the positive use of inmate time, and enhance successful reintegration into the community.

In Education, those programs are:

General Education Development

English as a Second Language (ESL)

Adult Continuing Education (ACE)

Post-Secondary Correspondence Courses

Parenting Program

ACT Work Keys Vocational Program

Law Library

Leisure Library

Inter-Library Loan Program

General Education Development (GED)

All designated, U.S. citizen inmates who were sentenced under VCCLEA/PLRA [federal/DC convictions since 1994] are required by law to have a verified high school diploma/college degree/GED or participate in the Bureau's literacy program. Participation is defined as 5 days a week, 1.5 hours a day until you have reached 240 hours of instruction. After 240 hours, inmates may elect to withdraw from the program, but will be given a GED UNSATISFACTORY PROGRESS assignment and will not vest all GCT (outlined in PS 5350.28). Additionally, all inmates without a verified GED/diploma are not eligible for any work detail pay grade above Pay Grade 4. Inmates without a GED/diploma who are found guilty of an incident report in conjunction with the literacy program will also be given a GED UNSATISFACTORY PROGRESS assignment and will not vest all GCT.

Non US citizens are NOT required to attend GED class. However, if a non-citizen inmate without a verified GED/diploma refuses to participate in the literacy program or drops out, they will be subject to the reduced Good Conduct Time allotment as outlined in PS5350.28 and will be restricted to Pay Grade 4. Only non-citizen inmates with a final order of deportation (consult your case manager) are exempt from this reduction in GCT.

Inmates that qualify for DC Education Good Conduct Time under PS5880.33 will be awarded their good conduct time after completing GED class. Inmates eligible for this type of good conduct time may earn up to 5 days per month they are enrolled.

Inmates that qualify for First Step Act Time Credits (with an educational need) will earn 240 hours worth of EBBR Time Credits upon completing the GED.

Incentives are available for participation in and completion of the GED program, including a \$25 award upon passing the GED exam. The GED exam and instructional materials are available in English and Spanish.

Send a copout to Education for questions about verifying your education, GCT, enrollment in GED class, etc.

English as a Second Language (ESL)

All designated, U.S. citizen inmates who do not read and understand English at the 8th grade level are required to participate in the ESL program until they can score a minimum of 215 on the CASAS certification listening test and a 225 on the CASAS certification reading test. Non-citizens are not required to participate in ESL, but are encouraged to do. (See above for non-citizen inmates without a verified high school diploma/GED and GCT.)

Inmates that qualify for First Step Act Time Credits (with an Education or Work need) will earn up to 500 hours worth of PA Time Credits when they complete the ESL Program.

Incentives are available for participation in and completion of the GED program, including a \$25 award upon passing the CASAS exam.

Send a copout to Education for questions about enrollment in ESL class, etc.

Adult Continuing Education (ACE)

ACE classes are elective classes on a variety of subjects that can be self-study, inmate-taught, or led by staff/volunteers/contractors. They may happen in the Education Department or on the unit. All inmates (designated or not) are eligible to complete ACE classes, but space in specific classes is limited. For a list of current offerings, see TruLincs, the Education bulletin board in your unit, or send a copout to Education. ACE participation will be noted in SENTRY. Inmates that qualify for First Step Act Time Credits (with a Finance/Poverty need) can earn to 5 hours worth of PA Time Credits when they complete the AARP Foundation Finances 50+ ACE class or 28 hours of PA Time Credits when completing Money Smart for Older Adults ACE Class.

Post-Secondary Correspondence Courses

Inmates may participate in correspondence programs at their own expense. Education staff will proctor exams for any regionally-accredited post-secondary institution. You will receive SENTRY credit for any staff involvement.

Parenting Program

The Bureau's National Parenting Program is a two-phase model. Phase I is a dynamic, psychoeducational course focused on parenting basics. At FDC SeaTac, Phase II is a class on Parenting Children with Special Needs (available in both English and Spanish). Both components must be completed for program completion. Inmates that qualify for First Step Act Time Credits (with a Family/Parenting need) can earn to 40 hours worth of EBBR Time Credits when they complete the National Parenting Program.

ACT WorkKeys

This program, newly available at all BOP institutions, provides designated inmates with the chance to earn the ACT Work Keys National Career Readiness Certificate and build career-relevant skills while obtaining a nationally recognized credential. As this program was developed in response to the First Step Act, FSA eligible inmates will have first priority in enrolling in the class. Inmates eligible for FSA Time Credits (with an Education or Work need) can earn 50 hours of PA Time Credits upon completing this program. All participants receive the nationally recognized certificate and completion is noted in SENTRY.

Law Library

Please see the section on Legal Activities elsewhere in this handbook for detailed information about the law library.

Leisure Library

The Education Department maintains leisure book carts on all housing, including the Special Housing Unit (SHU). The carts are rotated bi-weekly. Hard back books will be available to cadre inmates only. Reference materials and a Career Resource Center (CRC) are maintained in the Education Department and can be accessed by submitting an Inmate Request to Staff (cop-out). The CRC is for use by cadre inmates only.

InterLibrary Loan Program (ILL)

The ILL program is available to designated inmates with a release date greater than 180 days. Inmates may request to borrow books from an external library system. The cost of lost or damaged books will be charged to the borrower's commissary account. Interested inmates should submit a request to the Education Department.

RECREATION

The mission of the Recreation Department is to reduce inmate stress and idleness and encourage the adoption of healthy lifestyles through the offering of leisure and wellness activities and classes. Inmates who are identified as being "at risk" will be offered targeted wellness services in consultation with Health Services, Unit Team, and Psychology staff.

Recreation staff prepare and post monthly activity calendars, and plan special holiday events for each of the 10 federal holidays. Offerings may include exercise classes (e.g. yoga, aerobics, abs work-out), tournaments (e.g. basketball, card games), hobby craft (e.g. card-making, crochet), guitar classes, nutrition classes, and more!

The Recreation Department is also responsible for the Inmate Movie Program. Movies are shown at designated times on the designated movie channel. All movies shown must be

Recreation facilities are available in each unit. Outdoor recreation is limited by the physical structure of this facility; however, the following activities are available in the outdoor recreation yard: volleyball and basketball. Stationary bikes and stair steppers are available inside the housing units. Recreation equipment and games issued by the Recreation Department may not be stored in inmate cells.

Recreation is a privilege, not a right. This privilege may be suspended or revoked for failure to comply with Department rules and regulations.

Designation Process

Once you have been sentenced, or had your community supervision revoked, a copy of your Judgment and Commitment Order, Presentence Investigation Report and any other relevant material regarding your background will be sent to the Designation and Sentence Computation Center (DSCC), Grand Prairie, Texas. A Security Designation Data form (BP-337) will be created to establish a preliminary security level for you.

This preliminary security level is determined by several factors to include: prior arrests and convictions, history of violence or escape, length of current term and the severity of instant offense. Once this information has been consolidated and your security level established, the DSCC will review those factors and designate you to an institution for service of your term.

Release destination and Judicial Recommendations are also considered when designations are made. NOTE: Unit Management does not have any influence on your designation.

Once you have received an initial designation, it is the responsibility of the U.S. Marshal's Service, not the Bureau of Prisons, to arrange your transportation to your designated facility. Note, for reasons of security, staff at FDC SeaTac will not disclose to you the specific institution to which you have been designated. However, they can inform you if you have been designated. If you have been designated to serve your term of confinement at FDC SeaTac, Unit Staff will move you to one of the Work Cadre housing units within a few days provided bed space is available.

Records Office

Service of Sentence

Those who receive sentences will be designated to either FDC SeaTac or another federal institution. Where you are designated depends on several factors such as the length of your sentence and your background. Many short term sentenced inmates may remain at FDC SeaTac while others are designated to other facilities for service of their sentences. Your sentence is computed and copies are distributed to you when you reach your designated institution.

Old Sentencing versus New Sentencing Guidelines

Offenses committed prior to November 1, 1987 and prior to September 13, 1994 fall under the New Sentencing Guidelines (CCCA - Comprehensive Crime Control Act of 1984). However, the sentencing guidelines may vary for inmates who committed an offense between November 1, 1987 and January 18, 1988, depending upon the sentencing district under which the individual was sentenced.

Offenses committed on or after September 13, 1994 and prior to April 26, 1996 fall under the Violent Crime Control and Law Enforcement Act (VCCLEA).

Offenses committed on or after April 26, 1996 fall under the Prison Litigation Reform Act (PLRA).

Any question or concerns regarding your sentence computation should be addressed to the Records Office or your Case Manager via an "Inmate Request to Staff Member".

Escapes

Escapes can result in a fine up to \$5,000.00 and/or up to five (5) year imprisonment.

Detainers

Warrants (or certified copies of warrants, information or complaints) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as detainers. Detainers and pending charges can have an effect on your institutional programs. Therefore, it is very important that you, as the inmate, initiate effort to clear up any pending charges or obligations.

According to Bureau of Prisons policy, the Case Management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

State detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers" (IAD). A detainer must be lodged with the institution. If no detainer is actually lodged at the institution, but you know of pending charges, be sure that you contact the court and District Attorney. Note, IAD's can only be filed on untried indictments.

The Correctional Systems Department should be contacted on any questions regarding the "Interstate Agreement on Detainers" or any other type of detainer.

Sentence Computations

Sentence Computations for inmates designated to FDC SeaTac or elsewhere are no longer calculated at the local institutions. The Designation & Sentence Computation Center (often called Grand Prairie) is responsible for the completion of all inmate sentences.

New inmates can review their sentence computation as soon as it has been certified by the Designation & Computation Center. Any questions about good time, jail time, parole eligibility, length of sentence, full term dates, release dates, 180 day dates and periods of supervision, should be addressed to the Case Management Coordinator (CMC) through your assigned Case Manager.

Release Transportation

For designated (Cadre) inmates being released from FDC SeaTac, going directly home, the institution will normally pay for transportation to the destination city. However, in cases where the inmate chooses a different mode of travel than arranged by the institution, the inmate shall bear the total expense. Inmates being picked up at the institution by private auto should provide a letter of intent to the Unit Secretary. You will be allowed to depart the institution after 10:00 A.M.

Inmates being transferred to Residential Reentry Centers (RRC) will be released at a time arranged by the institution. The mode of travel will be determined by the expense and travel time. The institution will arrange for the most economical means.

For Pretrial inmates ordered released or on bond, it is not the responsibility of the Bureau of Prisons to provide you with release transportation. For holdover

inmates, the Bureau of Prisons will provide transportation to your release destination only by the cheapest means possible. It is the responsibility of the U.S. Immigration and Naturalization Service to provide transportation to those I.N.S. Detainees ordered released.

Weekend Releases

Release when sentence ends on Saturday, Sunday or a holiday: The Warden has the authority to release the inmate on the preceding work day when the sentence ends on a Saturday, Sunday, or holiday.

For more detailed information, see the following Program Statements in the Law Library:

P.S. 5875.12, Transfer of Inmates to State Agents for Production on State Writs
P.S. 5880.28, Sentence Computation Manual

Administrative Resolutions of Problems

Contact with the Warden

Ordinarily, most issues can and should be resolved with the individual staff member responsible for the program area in which you have a concern. Before you take an issue to the Warden you should attempt to resolve the problem within the chain of command. If you feel the Warden can resolve the issue, and other staff have not been able to do so, you may send a request to the Warden in care of the Warden's office. You may also speak directly with the Warden as the Warden makes rounds of the housing units. Additionally, you may also seek the assistance from one of the Associate Wardens when they make rounds of the housing units.

Administrative Remedy of Complaints

You are encouraged to address concerns and resolve problems on an informal basis. Staff is available to ensure personal attention to your needs and concerns. If an inmate cannot resolve a problem informally by contact with staff members, or "cop-outs," a formal complaint can be filed (Administrative Remedy). Note: you must attempt informal resolution through your Correctional Counselor before you file an Administrative Remedy. However, Informal Resolution is not required for appeals on UDC or DHO hearing. Additionally, complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The Administrative Remedy will not be accepted without the informal resolution form. To file an Administrative Remedy, you must request a form BP-229(BP-9) from your Correctional Counselor and write the complaint in the space provided. If more space is needed to explain your complaint, one (8.5 X 11) continuation page can be attached. The Request for Administrative Remedy should indicate what relief is requested. The completed BP-9 form should be returned to the counselor who will deliver it, along with the proposed informal resolution, to the Administrative Remedy Coordinator. You can also send BP-9's directly to the Administrative Remedy Coordinator

In writing a BP-9, BP-10 or BP-11, the form should be written in three sections: a statement of facts, the grounds for relief, and the relief requested. The statement of facts should be brief and concise. You must give a complete and accurate account of the facts and events leading up to the incident in order to get a meaningful answer. Support your claims with evidence. Begin your Remedy request in Part A and the uses of additional 8 ½ x 11 continuation pages are appropriate.

It is important to list the names of all witnesses that can verify your claims, both staff and inmates. You should state the reasons that you feel relief should be granted. Program Statements, FDC SeaTac Institution Supplements, United States Code, and other legal reference materials are available in the Law Library to help you determine grounds for relief. The final portion of your BP-9 is your specific request for relief. You must state exactly what you want done about your problem.

Sensitive Complaints

If an inmate believes his complaint is of a sensitive nature and that he/she would be adversely affected if the complaint became known at the institution, he/she may file the complaint directly to the Regional Director. The inmate must explain in writing the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, he shall accept and respond to the complaint. If the Regional Director does not agree that the complaint is sensitive, he shall advise the inmate in writing of that determination. If the complaint is not determined to be sensitive, it will not be returned. The inmate may then pursue the matter by filing a BP-9 at the institution. For additional information, see the following Program Statement and Institution Supplement.

P.S. 1330.16 Administrative Remedy Procedures for Inmates

I.S. 1330.16b Administrative Remedy Procedure for Inmates

Inmate Information and Records Access

Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without prior written consent of, the individual to whom the record pertains, except in specific instances. Such specific instances are requested from employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc.

Freedom of Information Act Request

The Privacy Act of 1974 provides only for an individual's access to his own records.

All formal request by people for access to records about another person or any agency record other than those pertaining to themselves (including Program Statements and Operation Memoranda) shall be processed in accordance with the Freedom of Information Act, 5 USC 552.

Retention of Sentencing Documents

Changes in Program Statement 1351.05, Release of Information, prohibit inmates from obtaining and possessing photocopies of their Pre-sentence Report (PSR), Statement of Reasons (SOR) or other equivalent non-U.S. Code sentencing documents. This prohibition does not apply to inmates in Bureau of Prisons custody with a need to review their PSRs prior to sentencing. For example, a pretrial inmate scheduled for sentencing may possess and review the PSR in preparation for sentencing. After sentencing, however, the inmate is prohibited from retaining a copy of the PSR. Any inmate in possession of such a document after sentencing must surrender their copy to Unit Management. Failure to comply will result in disciplinary action.

Inmate Access to Central Files

An inmate may at any time request to review all "disclosable portions" of their Central file by submitting a request to his Unit Team. Staff will acknowledge the

request and schedule the inmate, as promptly as possible, for a review of their file.

Staff will tell the inmate if there are documents withheld from disclosure and if the inmate expresses an interest in these documents placed in the Privacy File, the inmate shall be told of his right to make a formal request for the document under paragraph 8 of the Program Statement 5800.

An inmate's file is divided into two general sections. All information in the Central File sections are disclosable to you. The Freedom of Information Exempt sections contain information that is not disclosable to you by institution staff. You may request disclosure through the Director of the Bureau of Prisons, 320 First Street, N.W., Washington D.C. 20534

An inmate may request personal copies of Central File documents. Institution staff will arrange for copies of disclosable materials and summaries. Fees are charged in accordance with 28 CFR 16.46. Fees collected will be forwarded to the Office of General Counsel.

Inmate Access to Medical Records

An inmate may review the following records from his Medical File (including dental records) by submitting a request to the Health Systems Administrator:

1. Report of medical history (Form 89/93)
2. Laboratory reports containing only scientific testing results
3. Doctor's orders (Form 508)
4. Medication sheets (Form BP-Med-22)

An inmate can get personal copies of these documents through the Medical Department. Medical records giving evaluations and/or opinions of the medical staff about an inmate's care and treatment will be provided only to a doctor assigned, in writing, by the inmate or former inmate, i.e., outpatient notes, consultation notes, narrative summaries of reports by specialists, operative reports by the physician, or inpatient progress reports.

Release of records with respect to appeals of decisions rendered under Inmate Accident Compensation is governed by 28 CFR Part 301.

Inmate Access to Other Documents

An inmate can request access to the "Non-Disclosable Documents" in his Central File and Medical File, or other documents concerning himself that are not in his Central File or Medical File by submitting a "Freedom of Information Act Request" to:

Director, Bureau of Prisons
320 First Street, N.W.
Washington, D.C. 20534

You must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your institution number and date of birth for identification procedures.

A request on behalf of an inmate by an attorney for records concerning that inmate will be treated as a Privacy Act request, if the attorney has forwarded an inmate's

written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after deletion of the exempt portions.

For more detailed information, see the following Policy Statements:

P.S. 1351.05 Release of Information
P.S. 5800.11 Inmate Central File, Privacy Folder and Parole Commission
Files

Compassionate Release/Reduction in Sentence

The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

Frequently Asked Questions (FAQ's)

- Q- When will I receive my release date or a copy of my Sentence Computation?
A- A copy of your Sentence Computation can be obtained at your designated institution from the Correctional Systems Department as soon as it is prepared and audited from the Designation and Classification Center (DSCC), usually within 30 days of your arrival.
- Q- Can I have a visit?
A- Yes, if you are a Designated (Cadre), Pretrial, Holdover, or I.N.S. Detainee, but only after the visitor has been checked and cleared to enter the institution. This can take up to a few weeks depending on the situation. It should be further noted that Pretrial inmates and hold-overs can only receive social visits with immediate family members.
- Q- Where am I designated?
A- For reasons of security, staff at FDC SeaTac will not disclose to an inmate the specific institution he/she has been designated. However, the can inform an inmate if they have been designated. Those inmates designated to FDC SeaTac will be moved to one of the Cadre housing units within a few days from the date the designation was made.
- Q- When will my money and/or property be transferred from my previous institution/county jail?
A- If you are transferring from another Federal facility, your property will normally be sent within one week from the date of your departure from that facility. R&D staff will issue your property within 48 hours of receipt. If you were transferred to this facility from another custodial jurisdiction (i.e., county jail), the BOP does not have any control over the transfer of

your funds and/or property.

Q- What can I do if my property and/or money have not been transferred to this institution?

A- Normally, you should first wait for at least 10 working days (2 weeks) before making any requests. If by that time your property or funds have not been received at FDC SeaTac, you should contact your Unit Team by means of a "Cop-Out", or write a letter to the facility you were confined at in an effort to have those items sent to this facility.

Q- What is the definition of indigent?

A- There is no absolute definition used by the BOP to determine indigence. Your Unit Manager determines which inmates can be viewed as indigent on a case by case basis. Ordinarily, any inmate averaging less than \$6.00 on his account over a 30 day period can be viewed as indigent.

Q- How long does it take for a domestic check to clear?

A- Domestic checks will be placed on hold for 15 calendar days. The check will clear and be available of the 16th calendar day.

Q- How do I get a phone number added to my list, and how long will it take until I can use the number?

A- Even if you do not use the computers for email purposes, you must enter the phone number information into your Trufone account via the computer in order to be able to call your numbers. There is no cost to the inmates to enter the phone numbers into the Trufone system.

Q- When can I get a job?

A- For Cadre inmates, you must first complete the Institution A&O program. You will attend the A&O program within the first 30 days of your designation to the facility. You must also be medically cleared before you can work.

Q- How can I get a gate pass?

A- If appropriate, gate passes will only be authorized for Work Cadre inmates whose work detail assignment requires the use of a gate pass. Furthermore, a gate pass will only be authorized to those inmates who qualify.

Q- When will my custody or security level drop?

A- In some cases, a designated inmate's security or custody level will never drop. Your Unit Team will review your security and custody level normally after you have been designated to FDC SeaTac for 6 months or during your program review. All other inmates, pretrial, I.C.E. Detainees and holdovers, will remain with IN custody level.

Rights and Responsibilities

THE DISCIPLINARY SYSTEM

TYPES OF DISCIPLINARY ACTION

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

SANCTIONS BY SEVERITY OF PROHIBITED ACT

Inmate Rights and Responsibilities §541.12

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner

- | | |
|--|---|
| 2. You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution. | 2. You have the responsibility to know and abide by them. |
| 3. You have the right to freedom of religious affiliation, and voluntary religious worship. | 3. You have the responsibility to recognize and respect the rights of others in this regard. |
| 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment. | 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it. |
| 5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in Keeping with Bureau rules and institution guidelines. | 5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction Of contraband, and not to violate the law or Bureau guidelines through your correspondence. |
| 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.) | 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court. |
| 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence. | 7. It is your responsibility to use the services of an attorney honestly and fairly. |
| 8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program. | 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance. |

- | | |
|---|---|
| <p>9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p> | <p>9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.</p> |
| <p>10. You have the right to participate in education, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.</p> | <p>10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.</p> |
| <p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.</p> | <p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p> |

Inmate Discipline

It is the intent of this institution to provide a safe and orderly environment for all inmates. Staff shall control inmate behavior in a completely impartial and consistent manner.

Living in a confined area with a large number of people is extremely difficult. In recognition of these difficulties, it is necessary to limit an individual's personal freedom with rules and regulations for the benefit of the majority. Therefore, regulations must be enforced to ensure cooperation from those who refuse to respect the rights of others. A copy of your Rights and Responsibilities and Prohibited Acts and Disciplinary Severity Scale (PS 5270.7, Chapter 1) is attached. It is your responsibility to read and comply with these regulations.

All staff will enforce the rules and regulations of the institution. In order to do this, they will give orders from time to time. As an inmate, you are expected to carry out all orders from staff. You must comply with the order unless doing so would jeopardize your physical safety, "Life or Limb". After complying with an order, if you feel it was inappropriate or inhumane you may discuss it with your Unit Staff, or request an Administrative Remedy Form from your Correctional Counselor.

The Disciplinary Process

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges

by delivering Incident Report.

maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)

minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstitute disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

Included in this A & O booklet is information on inmate discipline. There are four categories of prohibited acts: Greatest Severity, High Severity, Moderate Severity, and Low Severity. In the event you are charged with a violation of one of the prohibited acts, several things can occur. The staff member involved may resolve the problem informally by some mutual agreement or the staff member may elect to write an incident report in lieu of the informal resolution. Depending on the seriousness of the offense, you may be permitted to remain in your housing unit, or you may be placed in Administrative Detention. A correctional supervisor will be assigned to investigate the incident and you will be given a copy of the report. The Investigating Officer may elect to resolve the matter informally or refer the report to the Unit Discipline Committee (UDC).

Inmates identified as PLRA or rated as violent under VCCLEA and alleged to have committed a Greatest or High category prohibited act will be referred to the Disciplinary Hearing Officer (DHO) for disposition and possible sanction. If the DHO finds you committed the prohibited act, he/she will be required to disallow Good Conduct Time.

The Unit Disciplinary Committee (UDC) will consist of one to two staff members from a Unit Team. At this hearing, the UDC may impose one or several of the minor sanctions or may refer the charges to the Discipline Hearing Officer (DHO).

If the incident report is referred by the UDC, the DHO will hold another hearing. Only the DHO may forfeit or withhold Statutory Good Time, forfeit or disallow Good Conduct Time, place you in Disciplinary Segregation, recommend a Disciplinary Transfer to another institution, recommend the rescission or retardation of a parole date, impose a fine, in addition to imposing minor sanctions as well. You have the right to appeal the actions of both the UDC and the DHO through the Administrative Remedy Procedure; The UDC by a BP-9 and the DHO by a BP-10.

Social Visiting, Recreation, and Commissary are privileges and may be suspended or revoked for conduct in violation of the written policy. You may also be prosecuted for actions which constitute new criminal activity. This practice is not "Double Jeopardy." One action is classified administrative for institutional operations, while the other is judicial and punitive actions for criminal accountability.

For pretrial inmates who have been found to have committed prohibited acts by the DHO, the unit team will be required to send that information to the Assistant U.S. Attorney's Office and the U.S. Probation Office to be included into your Presentence Report which can affect your sentencing and designation.

PROHIBITED ACTS AND DISCIPLINARY SCALE §541.13.

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (see Table 1 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see Table 1 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed prohibited act.

- (1) Greatest Severity Level Offenses. The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated "violent" (an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (an inmate sentenced for an offense committed on or after April 26, 1996, per the Prison Litigation Reform Act). The DHO may impose any available sanctions (A through M) in addition to sanctions A through E. All Greatest severity level charges must be referred to the DHO.
- (2) High Severity Level Offenses. The DHO imposes one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated "violent" and for a PLRA inmate. All High severity level charges must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, e.g., loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounters such behavior, the inmate should be specifically warned that it is inappropriate and must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203), and Making a Sexual Proposal or Threat (Code 206).

- (3) Moderate Severity Level Offenses. The DHO imposes at least one sanction A through M, but, except as noted in the sanction, may suspend any sanction(s) imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated "violent" and for a PLRA inmate.

Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction F through M, but may suspend any sanctions imposed.

The UDC ordinarily refers to the DHO a moderate severity level charge for a VCCLEA inmate rated "violent" or for a PLRA inmate if the inmate was found to have committed two moderate offenses during his/her current anniversary year (the 12-month period for which an inmate may be eligible to earn good conduct time [GCT]). The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

A prohibited act charge for 331 involving tobacco or nutritional supplements must be referred to the DHO for final disposition.

- (4) Low Severity Level Offenses. The DHO imposes at least one sanction B.1, or D through M. The DHO may suspend any sanction(s) imposed; however, a B.1 sanction may not be suspended. Except for charges referred to the DHO, the UDC imposes at least one sanction F through M, but may suspend any sanction(s) imposed.

The UDC ordinarily refers to the DHO a low severity level charge for a VCCLEA inmate rated "violent" or for a PLRA inmate if the inmate had been found to have committed three low offenses during his/her current anniversary year. The UDC must document the reasons why a charge for such an inmate was not referred to the DHO.

Sanction B.1 may be imposed on the Low severity level only if the inmate has committed

a Low severity level prohibited act more than once within a six month period (except for a VCCLEA inmate rated "violent" or a PLRA inmate).

- (5) All Severity Level Offenses. In all categories of severity, aiding another person to commit any of these offenses, attempting to commit them, or making plans to commit them, is considered equivalent to committing the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape is Escape, Code 102A. Attempting to adulterate food or drink is Code 209A.

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 198, 298, 398 or 498) or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level. Example: "I find the act of Conduct Which Disrupts (Code 299) to be of High severity level, most comparable to the prohibited act of Engaging in a Group Demonstration (Code 212)."

Suspensions of any sanction cannot exceed six months. Suspended sanctions may only be revoked and executed if the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M. The DHO may execute UDC-suspended sanctions. However, the UDC may not execute DHO-suspended sanctions A through E.

When an inmate receives an incident report while on a DHO-imposed, but suspended sanction, the new incident report is forwarded by the UDC to the DHO, both for a final disposition on the new incident report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses per the guidelines in Table 2.

Noting that not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate's security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment, and in accordance with the policy on Inmate Security Designation and Custody Classification.

Unless otherwise specified, any UDC/DHO sanctions will begin immediately following the conclusion of the discipline hearing. If you transferred from an institution with a sanction in effect, it will carry over to this facility. If you have any questions when it ends, contact your unit team and they can provide you with the ending date of the restriction.

Loss of commissary restriction limits inmates' spending to \$35 per month for basic hygiene and stamps only.

Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- | | |
|-----|---|
| 100 | Killing. |
| 101 | Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished). |
| 102 | Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution. |
| 103 | Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly |

classified Code 218, or 329).

- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available

for year (a good conduct time sanction may not be suspended).

- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate=s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer=s or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).

- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate=s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide

- a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
 - 309 Violating a condition of a community program.
 - 310 Unexcused absence from work or any program assignment.
 - 311 Failing to perform work as instructed by the supervisor.
 - 312 Insolence towards a staff member.
 - 313 Lying or providing a false statement to a staff member.
 - 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
 - 315 Participating in an unauthorized meeting or gathering.
 - 316 Being in an unauthorized area without staff authorization.
 - 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
 - 318 Using any equipment or machinery without staff authorization.
 - 319 Using any equipment or machinery contrary to instructions or posted safety standards.
 - 320 Failing to stand count.
 - 321 Interfering with the taking of count.
 - 322 (Not to be used).
 - 323 (Not to be used).
 - 324 Gambling.
 - 325 Preparing or conducting a gambling pool.
 - 326 Possession of gambling paraphernalia.
 - 327 Unauthorized contacts with the public.
 - 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
 - 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
 - 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
 - 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other nonhazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulations.

408 (Not to be used).

409 Unauthorized physical contact (e.g., kissing, embracing).

498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty.

Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 nd offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2 nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an

		3 rd or more offense	EGT sanction may not be suspended). Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2 nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

Facebook and other Social Media

Inmates are not allowed to maintain a Facebook page while incarcerated. Federal and State inmates are not allowed to use the internet in any manner which would allow them to maintain their own Facebook account. Per Facebook, Facebook users are not allowed to create or maintain accounts for other people or to share passwords. The company prohibits third party profiles and takes them down when discovered. Facebook also deactivates prisoner pages, regardless of who set up the page.

Facebook Statement of Rights and Responsibilities specifically state:

You will not provide any false personal information on Facebook or create an account for anyone other than yourself without permission.

You will not share your password or let anyone else access your account, or do anything else that might jeopardize the security of your account.

If you have someone set up a Facebook page for you, or give your password to another person so they can maintain your Facebook page for you, you are subject to disciplinary action. This includes but not limited to having other people post notes, messages etc. on any social media or web page.

PICTURE OF AN APPROPRIATELY ORGANIZED CELL

All Locker
shut at all
being used.



Doors must be
times when not